User Manual

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1.Introduction

Dear Customer,

Thank you for choosing the GateKeeper software by IPTS Group. The GateKeeper software is the core of Access Control Center system based on a networkable control system. The System operates for setting up the configuration, adding card holders' records and for receiving/storing events from the door controllers.

A GateKeeper system can control from 1 to 1024 doors via controllers Ethernet connections (Release Date TBA). The software collects and stores millions of events and can manage up to 100,000 card holders.

2. Installing the software

Prior the Software installation, you must install first your Hardware – the Door Keypads on the doors then wire up to the Door Controller/s and then connect the Controller/s to the PC USB port that runs the GateKeeper software.

The Setup command will install GateKeeper on a new PC provided is equipped with the following prerequisites:

- .Net Framework 4
- SQL Server 2005 and .Net Framework 2
- GateKeeper files (provided on the Installation CD/Memory Stick)

The full setup might take around 20 minutes

- .Net Framework 2 2 min
- SQL Server 2005 8 min
- .Net Framework 4 10 min
- GateKeeper files 1 min

The setup is optimized to install files only if necessary..Net frameworks will install only if they are not previously installed (This means that if you already have the frameworks installed and you use an existing SQL server on the local machine or on another PC, is not necessary to reinstall).

We have work to minimize the setup size to 130 MB (Previous installation the size of the program occupied more than 500 MB !):

- .Net Framework 2 23 MB
- SQL Server 2005 56 MB
- .Net Framework 4 48 MB
- GateKeeper files 3 MB

The setup is working both on x86 and x64 Windows types.

2.1. *System requirements*

Supported operating systems:

- Windows XP SP3
- Windows Server 2003 SP2
- Windows Vista SP1 or later
- Windows Server 2008 (not supported on Server Core Role)
- Windows 7
- Windows Server 2008 R2 (not supported on Server Core Role)
- Windows 7 SP1
- Windows Server 2008 R2 SP1

- **Supported Architectures:**
  - x86
  - x64
  - **SQL Server 2005 Express is not supported on IA64 systems**.

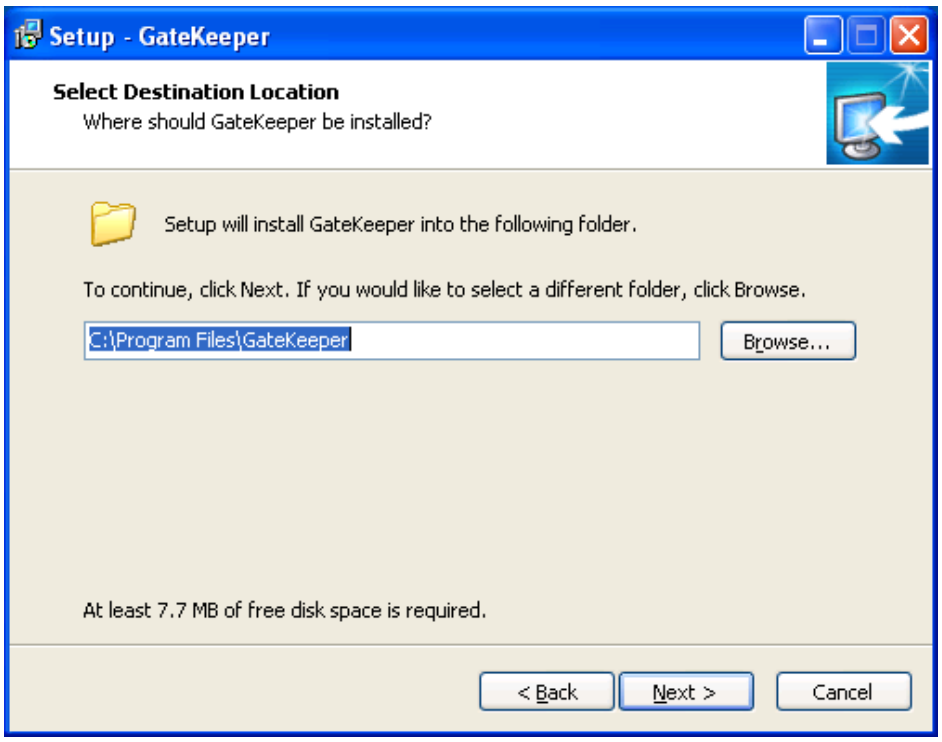
- **Hardware Requirements:**
  - Recommended Minimum: Pentium 1 GHz or higher with 2 GB RAM or more
  - Minimum disk space: 5 GB

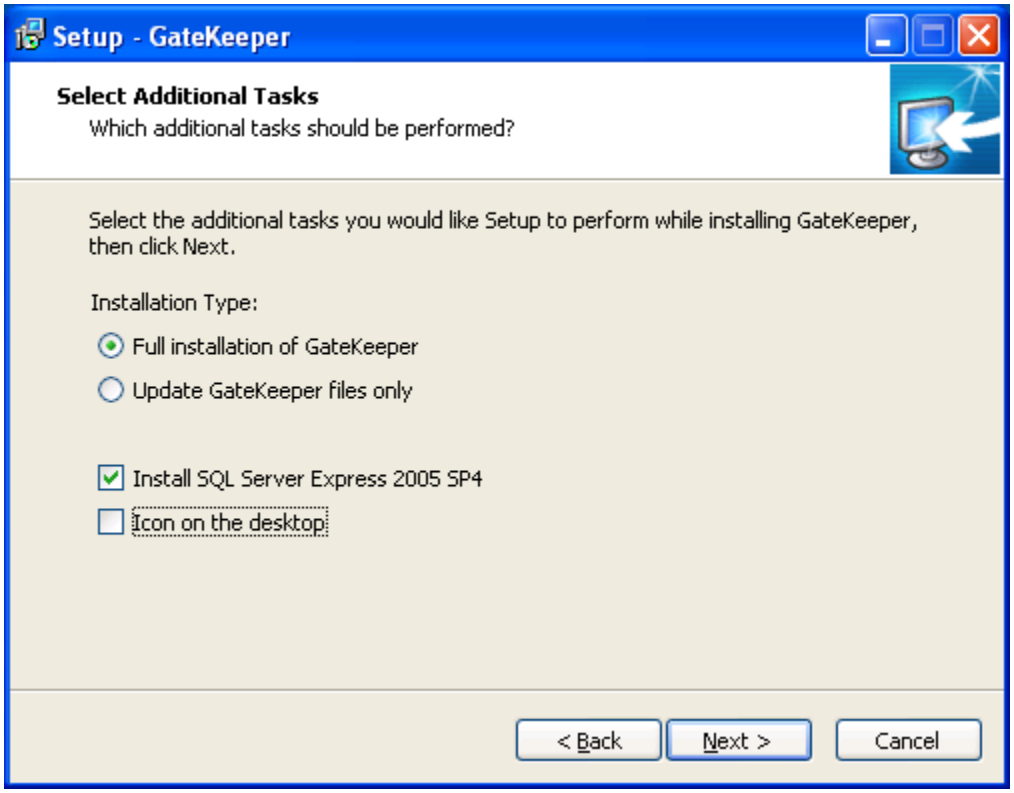
- **Prerequisites:**
  - Windows Installer 3.1 or later
  - Internet Explorer 5.01 or later

2.2. *Installation process*

Please Insert the CD or click on the Gate Keeper SetUp.exe provided on the DiskOnKey. You will see the following screen:

Then the next step is to choose the location your program will install:

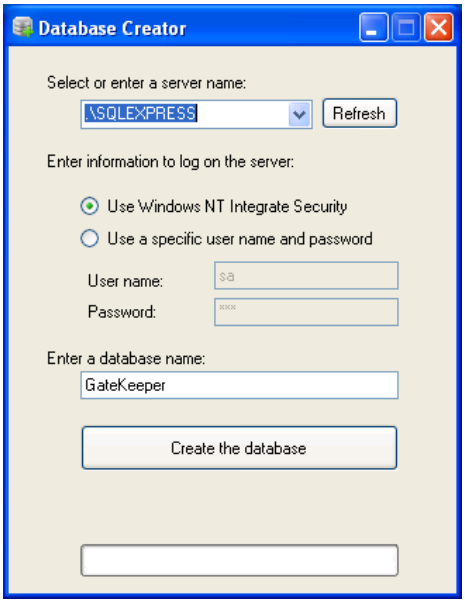

Setup - GateKeeper
Select Destination Location
Where should GateKeeper be installed?
Setup will install GateKeeper into the following folder.
To continue, click Next. If you would like to select a different folder, click Browse.
C:\Program Files\GateKeeper
Browse...
At least 7.7 MB of free disk space is required.
< Back
Next >
Cancel


Setup - GateKeeper
Select Additional Tasks
Which additional tasks should be performed?
Select the additional tasks you would like Setup to perform while installing GateKeeper, then click Next.
Installation Type:
Full installation of GateKeeper
Update GateKeeper files only
Install SQL Server Express 2005 SP4
Icon on the desktop
< Back
Next >
Cancel

Check Install SQL Server if you need to install a local instance.

Note the SQL Server instance name is .\SQLEXPRESS and **sa** is the USER Name is the password is **sq**l.

The utility allows creating the database by clicking on Create the Database.



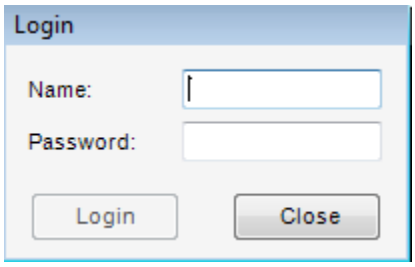
The setup waits that this utility is close to tell the setup it has finished and suggests running the software.

Your GateKeeper and the associated Database is installed and ready to be used!

3. Starting the Software

3.1. *Login Screen*

The login screen appears at the start of the program, and a valid operator name/password must be entered to use the program. On a full version of GateKeeper you can use Admin/Admin as you initial login:

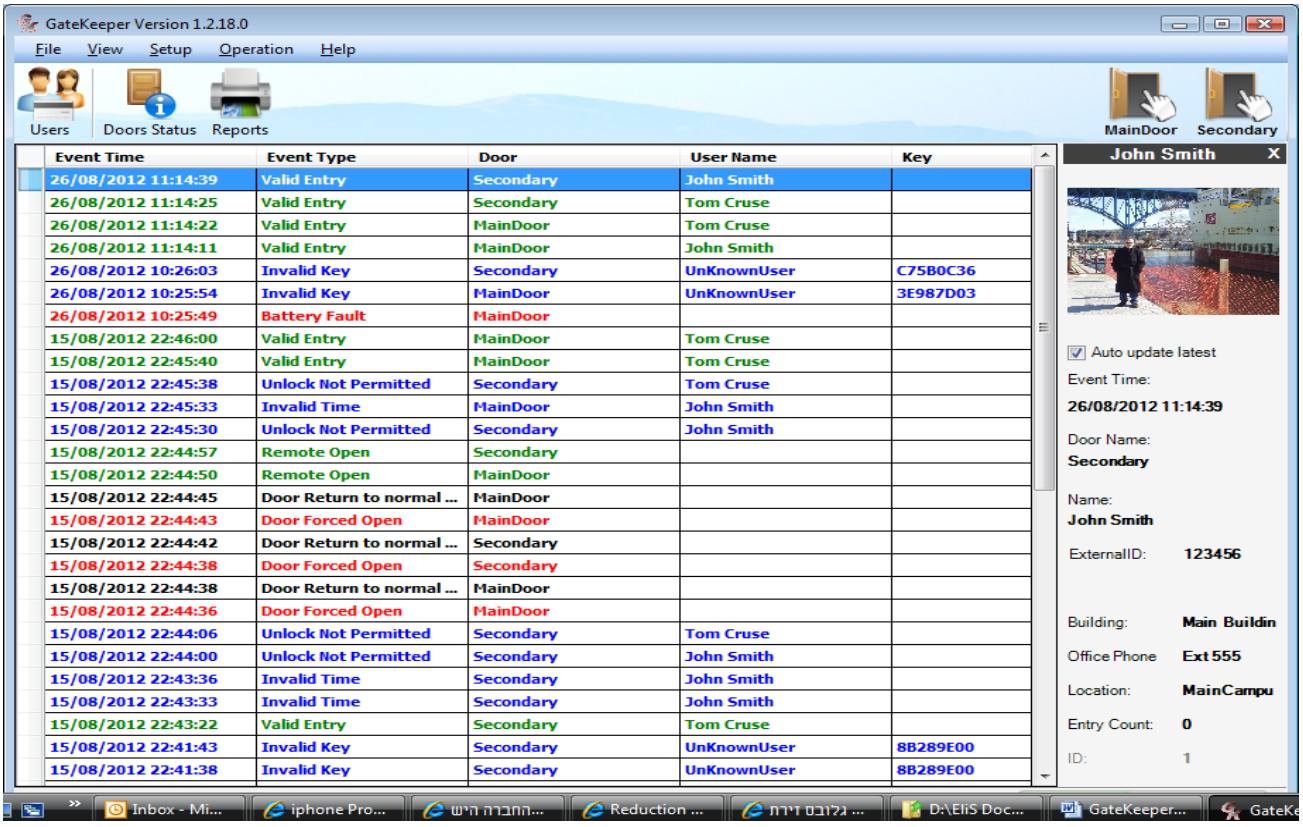


Note: The default user name is: **GKAdmin**

The Default Password is: **adminpass**

3.2. *Main Screen*

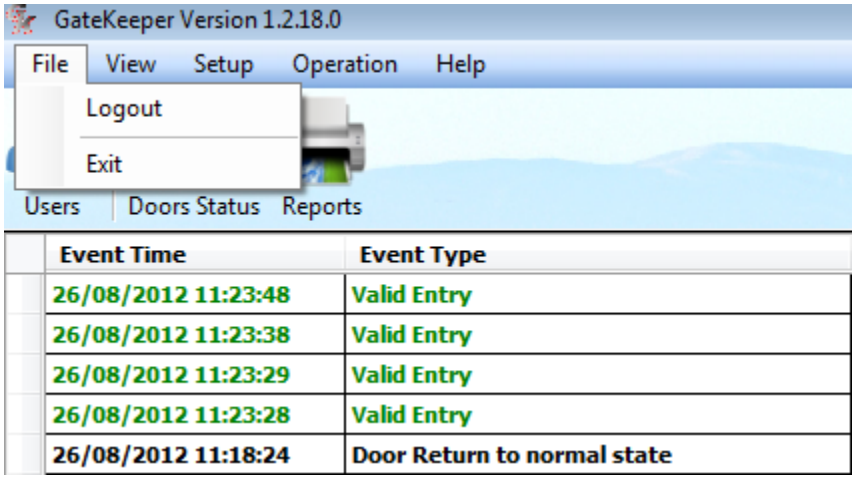
This is the main screen on the program, from which you can see and respond to the stream of events triggered by users in the system. Through the main screen buttons and menus, you can use the program's functionality and configuration.



4. Main Screen Menus

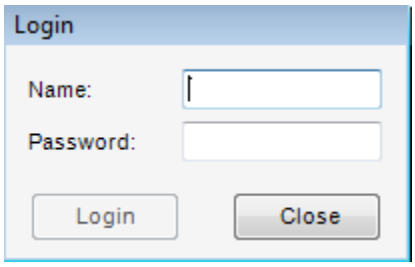
4.1. *File menu*

The file menu is used to manage Operators and Exit the program:



4.1.1. Logout

Logs out the current Operator/Administrator session. After logging out, the main screen will be disabled and you will have to login again with operator's or Administrator's credentials to continue using the program, as seen in the next picture:

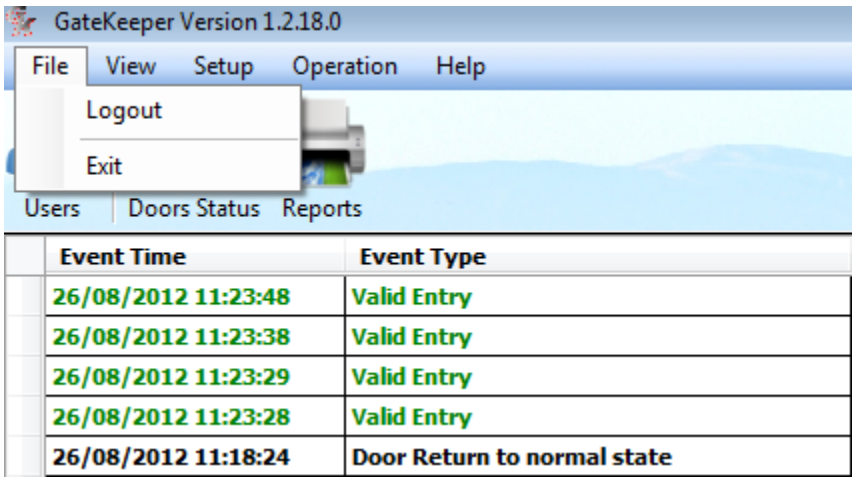


The logout option is recommended to prevent access of unauthorized person/s to the program while a GateKeeper operator or administrator is away from the computer.

Note: While logged out, even though the main screen is disabled, the program keeps working in the background, monitoring, receiving and recording events from the doors trough the network.

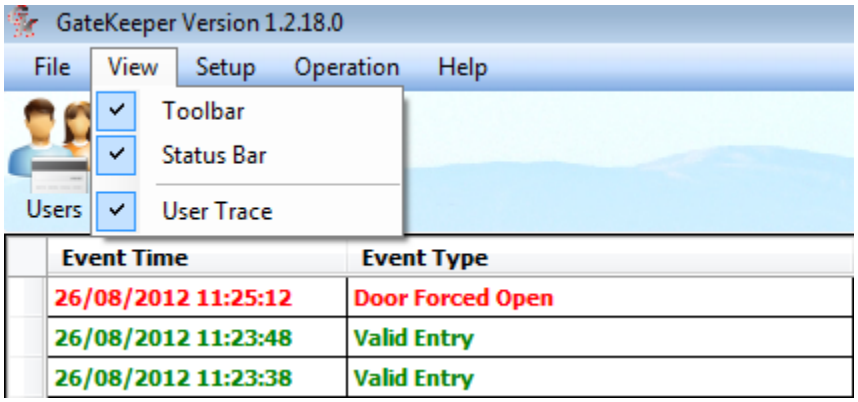
4.1.2 Exit

Closes the GateKeeper program.



Important Note! If you close the program, all events triggered by users will no be recorded in the GateKeeper program DB.

4.2 *View menu*



4.2.1. Toolbar

Displays or hides the program buttons toolbar at the top of the main screen.

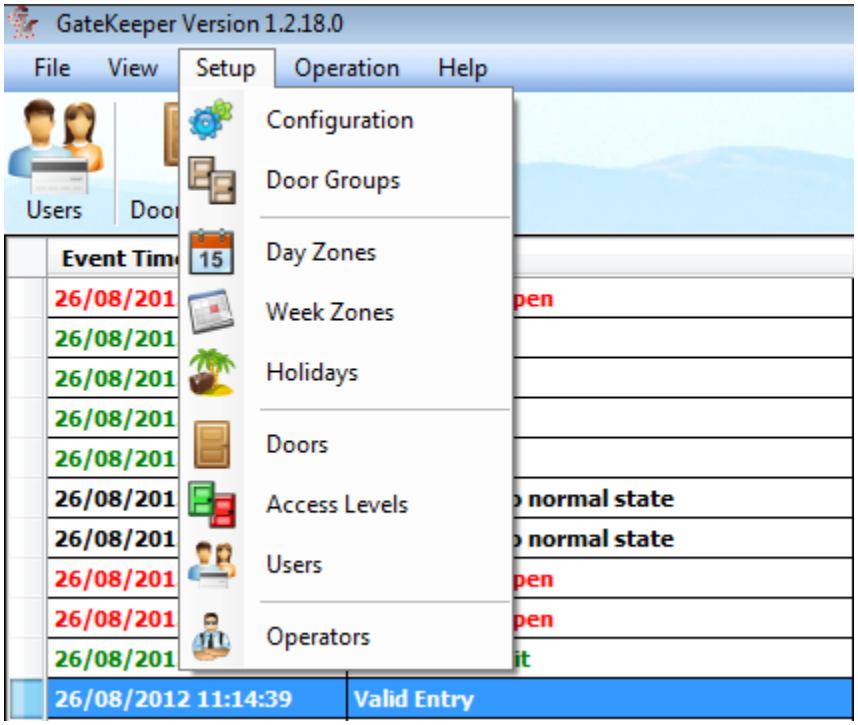
4.2.2. Status Bar

Displays or hides the program status bar at the bottom of the main screen.

4.2.3. User Trace

Displays on the right side the selected User Info (as recorded in the DataBase).

4.3. *Setup menu*



4.3.1. Configuration

Opens the configuration screen of the GateKeeper. For more information, see section Configuration screen.

4.3.2. Doors Groups

Opens the Doors groups setup Screen. For more information, see section Doors Groups screen.

4.3.3. Day Zones

Opens the time zones setup screen. For more information, see section Day Zones screen.

4.3.4. Week Zones

Opens the time zones setup screen. For more information, see section Week Zones screen.

4.3.5 Doors

Opens the Doors setup screen. For more information , see section Doors Screen.

4.3.6. Holidays

Opens the holidays setup screen. For more information, see section Holidays screen.

4.3.7. Access Levels

Opens the access levels setup screen. For more information, see section Access Levels screen.

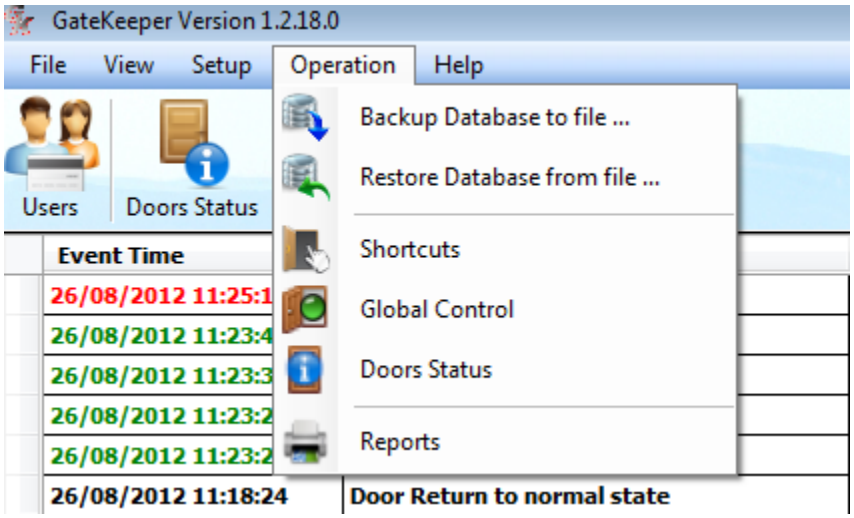
4.3.8. Users

Opens the users setup screen. For more information, see section Users screen.

4.3.8. Operators

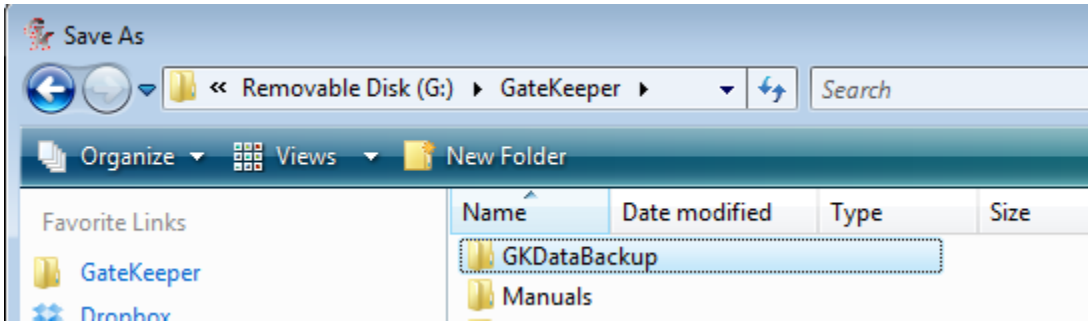
Opens the Operator setup screen. For more information, see section Operator Setup screen.

4.4. *Operation Menu*



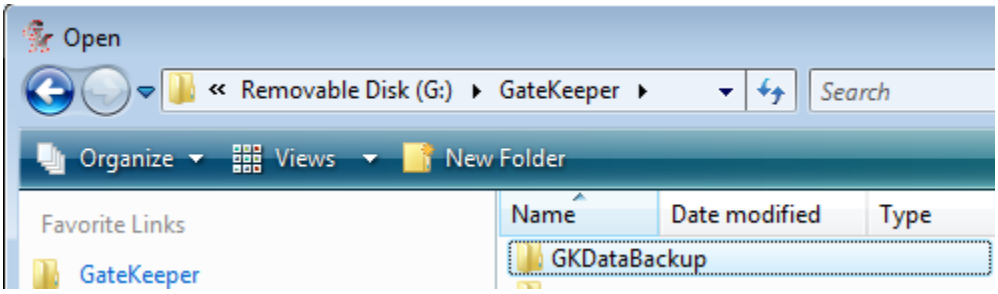
4.4.1. Backup Database to file

After adding users, door configuration , access level set etc., it is advised to Backup the data to a safe storage device such as Disk On Key or a Portable Disk and keep it in a safe place , where usually all Vital Data is stored.



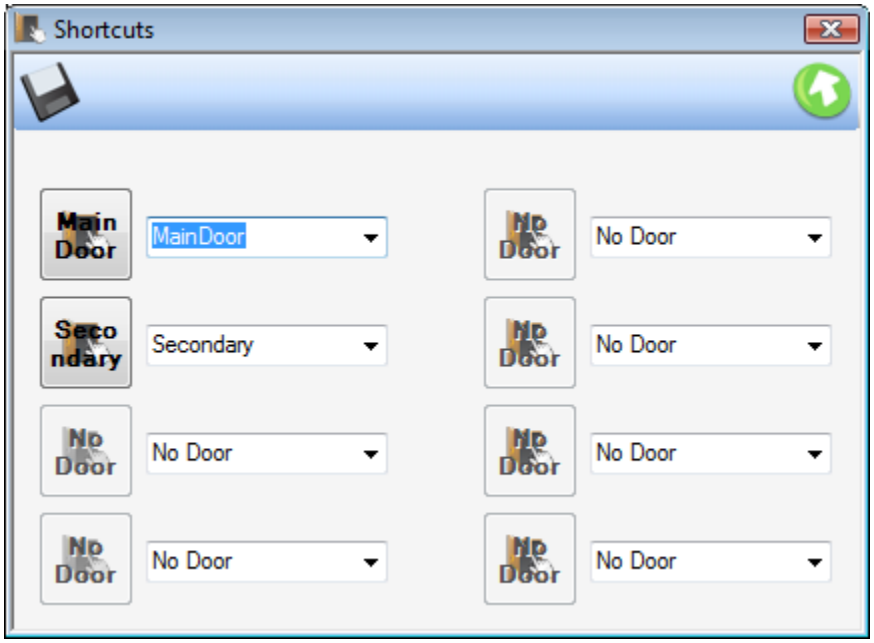
4.4.2. Backup Database to file

Restores the Gate Keeper Data from the Backup device, to the Gate Keeper Data Base on the PC.

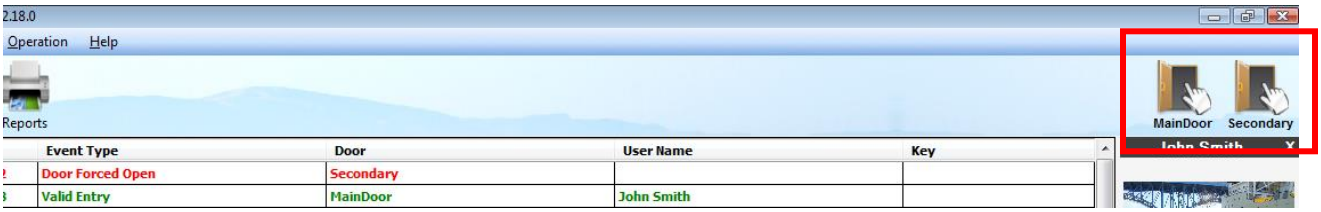


4.4.3. Shortcuts

You can place shortcuts up to 8 Doors on the top menu bar by selecting the doors from the shortcut menu:

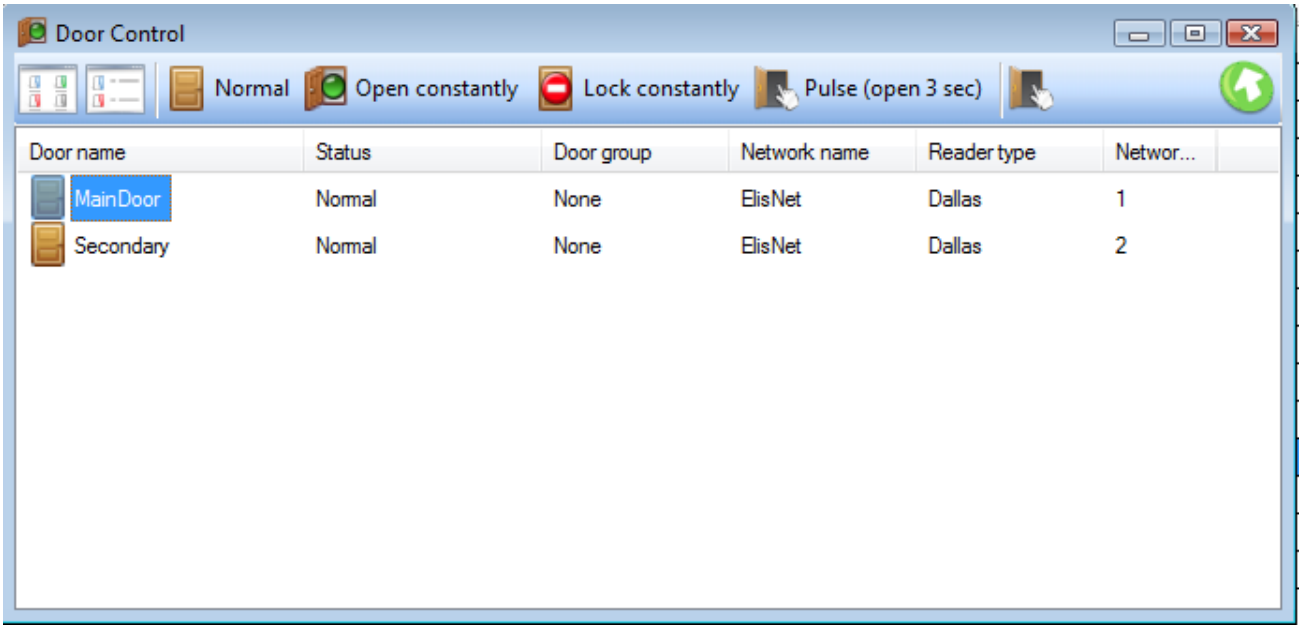


After saving the selected doors a door icon/s is/are placed on right side of the menu bar:



4.4.4. Global (Door) Control

The Global Control allows the Operator to remotely control each Door or All the Doors simply with one click:



Normal – IN that mode the door/s are functioning normally/

Open Constantly – The door/s will remain open as long as this function is active. To reset back , just choose the Normal mode again.

Lock Constantly – The door/s will be locked constantly as long as this function is active. To reset back , just choose the Normal mode again.

Pulse (open 3 sec) – The door/s will open for 3 sec only and will lock back.

Pulse Aux (open for 3 Sec) - The Aux relay/s will open for 3 sec only and will lock back.

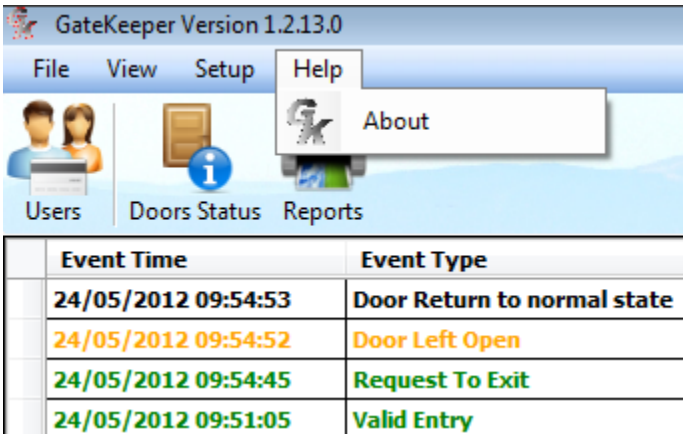
4.4.5. Door Status

See **Section 5.2**.

4.4.6. Reports

See **Section 5.3**.

4.5. *Help menu*

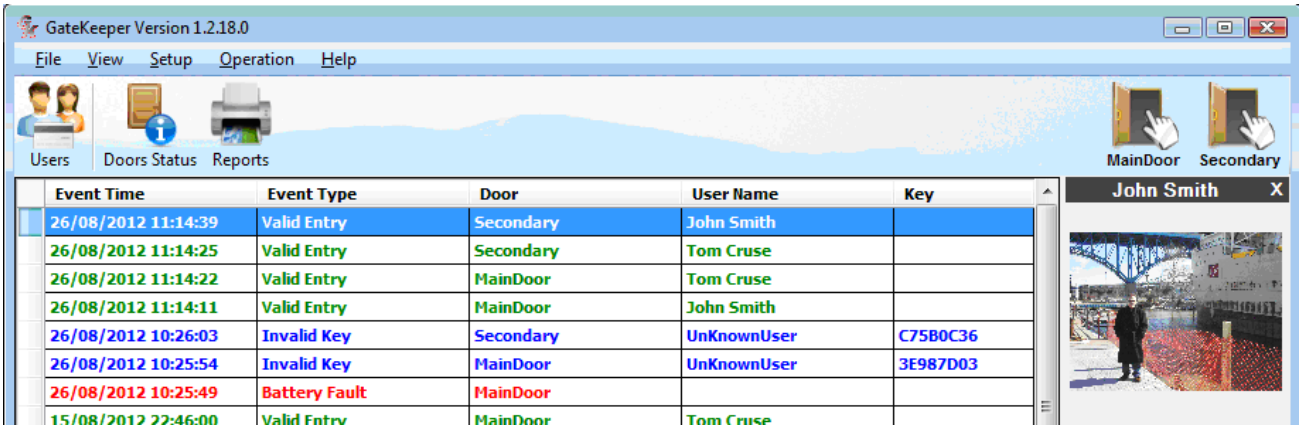


4.5.1. About

Opens the About screen of GateKeeper (GateKepper Version) .

5. Main screen toolbar

The main screen toolbar buttons are (left to right) Users, Download, Reports, and up to eight door buttons on the toolbar's right side, as seen in the next picture:

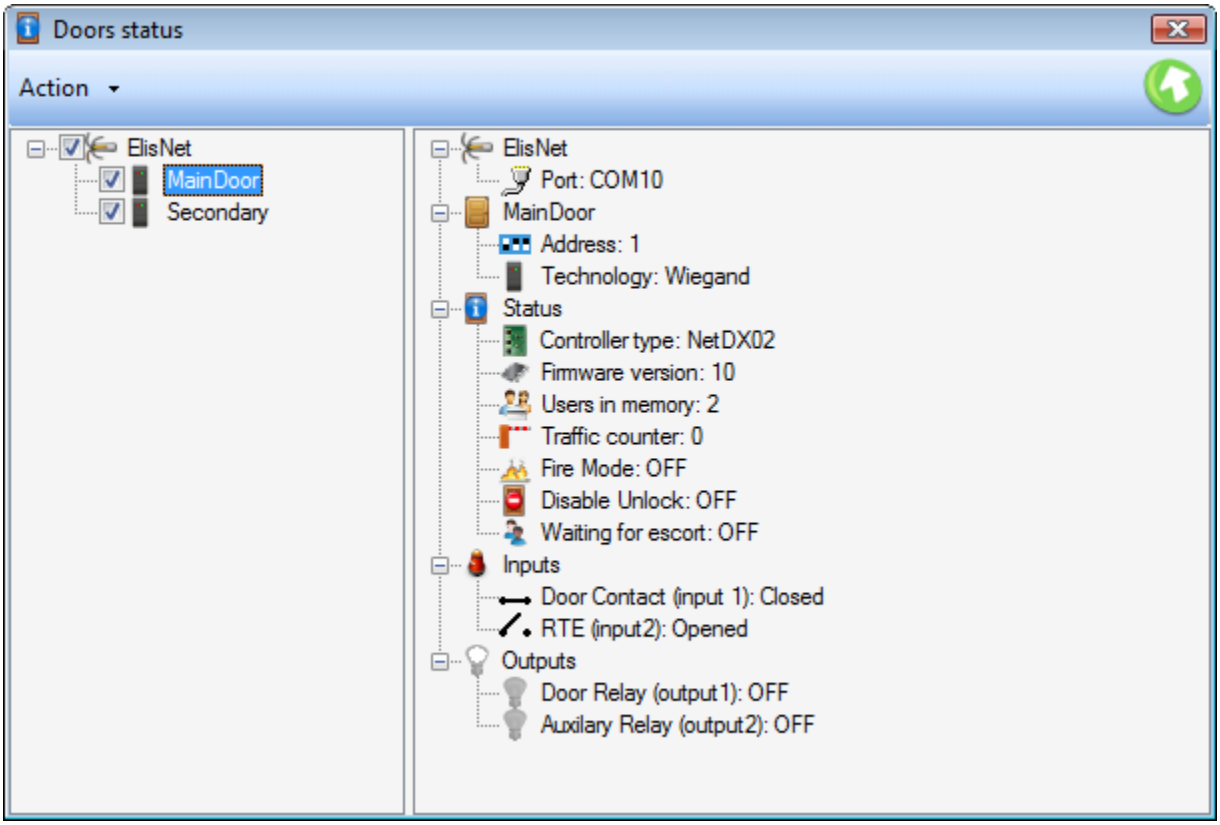


5.1. *Users*

Opens the users screen. For more information, see section Users screen.

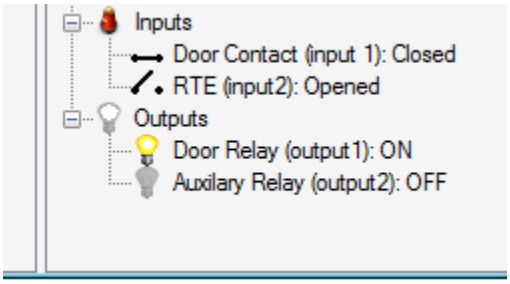
5.2. *Doors Status*

Opens the Doors Status menu from which you can get all the Info on the Doors status and fully or selective update the Doors Controller, as seen in the next picture:



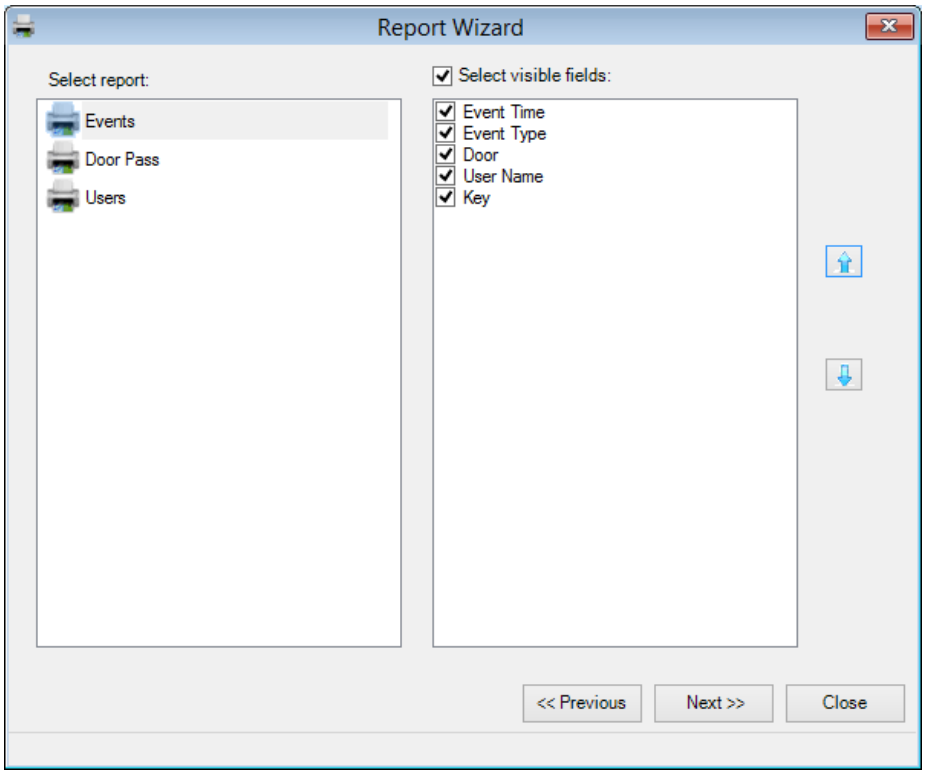
First Select which Network you want to view (by clicking on the Network), then select by clicking on the specific Door and select the door. All the Door parameters will be shown on the right side as seen in the previous screen.

- **Network Name** and Port used
- **Door Name**, Address and Keypad Technology
- **Status –** Controller Type, Firmware, Loaded No of users, Traffic Counter(when Activated),Fire mode, When unlock is Disabled and if Escort is activated or disabled
- **Inputs –**Door contact status and Request to Exit status
- **Outputs –** Door relay Output and Auxilary Relay output
  By clicking on one of the relays , you can test remotely the relay – the Relay will change state from Off to On and the Light will go on as seen below:
-



5.3. *Reports*

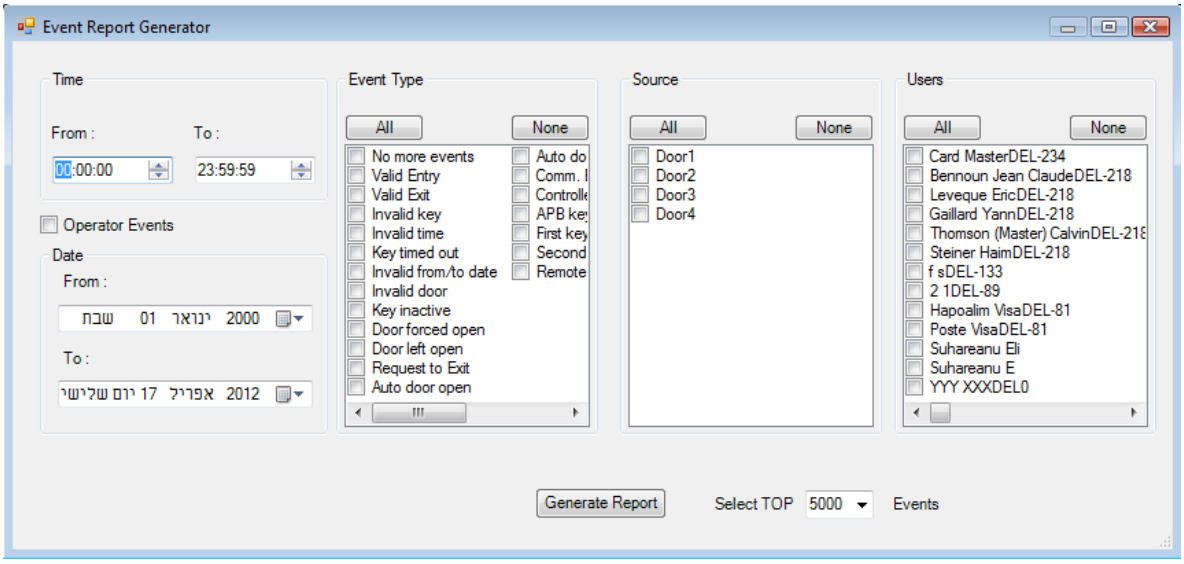
Opens a first screen to select the Report Type:



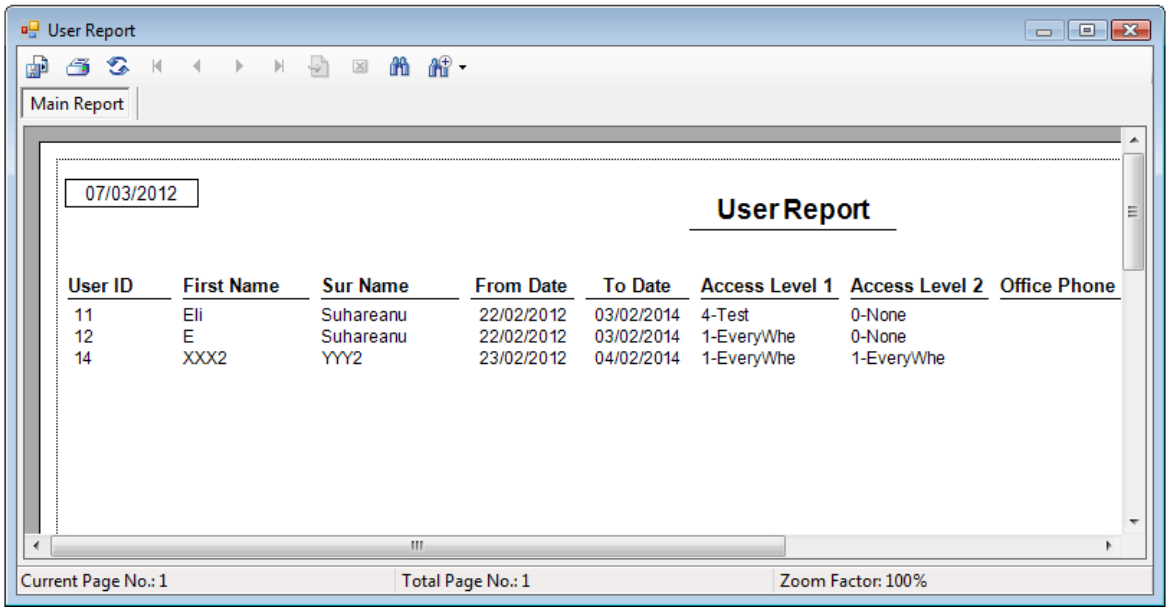
Then select the type of the Report first and then a report will be generated!

5.3.1. Events Report

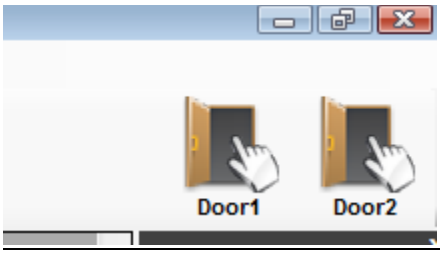
Opens a reports configuration screen where you can select multiple filtering criteria for the events report (Time, Event Type, Source or Users as seen in the next picture:



5.3.2 Users Report



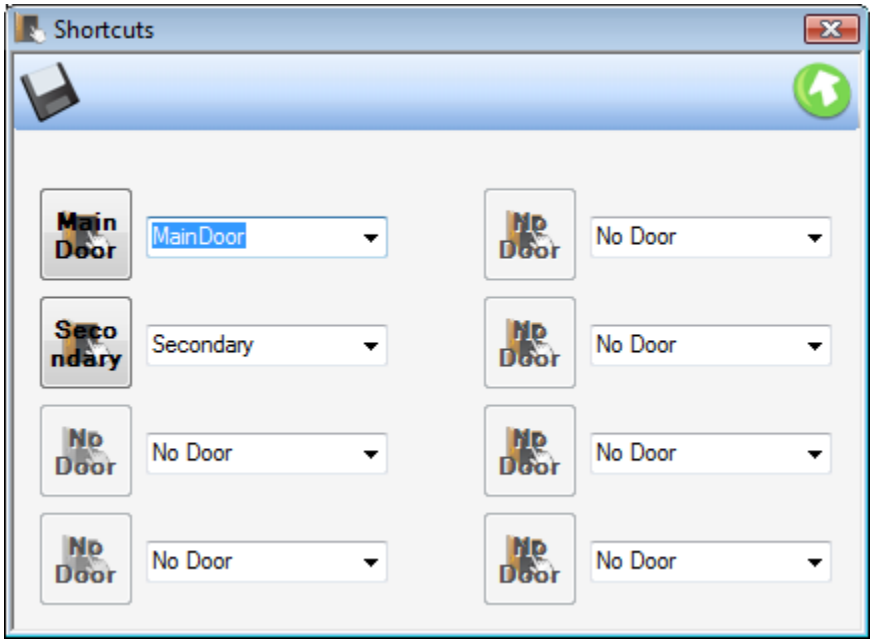
5.4 Door buttons (1 - 8)



For more information, see section Global (Door) Control screen.

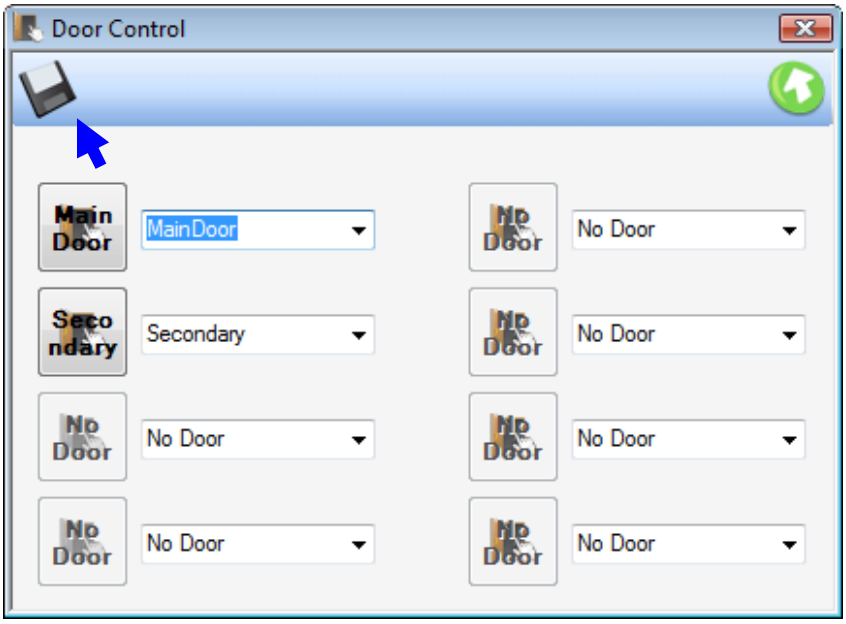
5.4.1 Shortcuts screen

Press first the Operation Button then select Shortcuts (Door) Control Button. The following Shortcuts (Door) Control screen will be displayed:



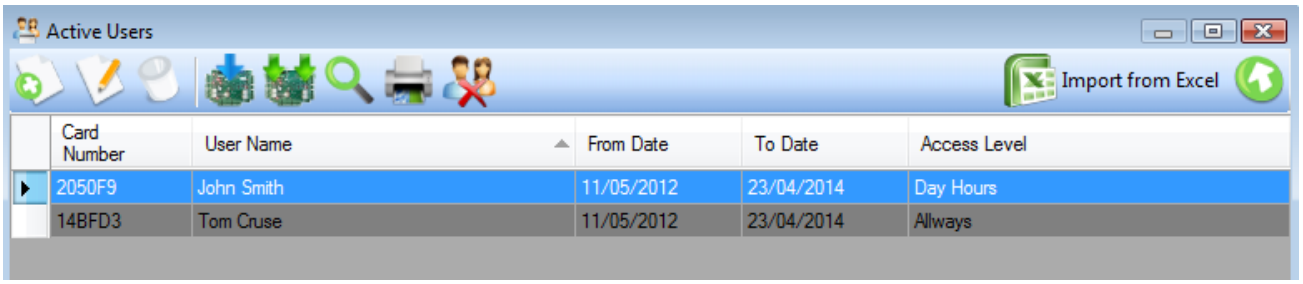
The doors control screen enables you to place up to eight door control buttons on the main screen toolbar. These buttons enable you to open the associated doors with just a click (e.g. at a user's request to enter or exit). To enable the buttons, select a door from each of the eight pull-down menus. You can test each door by clicking on the corresponding button to the left of the pull down menu.

When finished, click the Save button (the storage Diskette Icon) as seen in the next picture:



The new door buttons will now appear on the right side of the main screen toolbar.

5.5. Users Screen

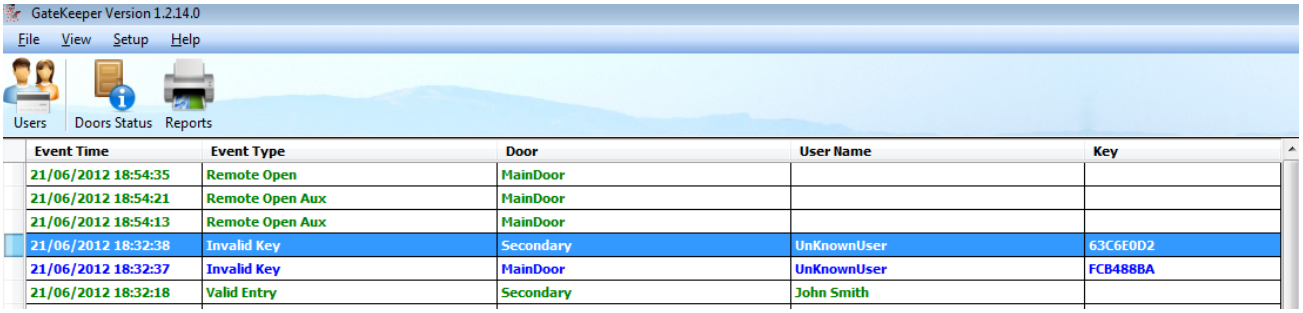


On the users screen you can view information about the system users, add, edit or remove users. You can also update users' data at the door controllers, search for users by different criteria, add pictures to users, define user groups, create a report of user events in the system and view the removed users.

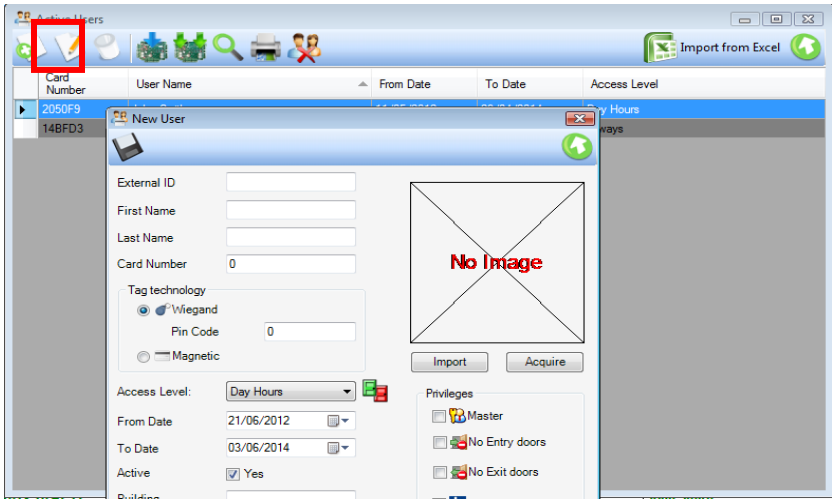
A user of the system is any person who is granted access to the building, which is protected by the GateKeeper program. Each user must enter valid credentials in order to access the building. A user's credentials can be a magnetic swipe card, an ID/pin code combination, an RFID tag or any combination of the aforementioned. The specific type of credentials is defined by the client, and the door controllers will be adapted to it.

5.5.1. Adding a user

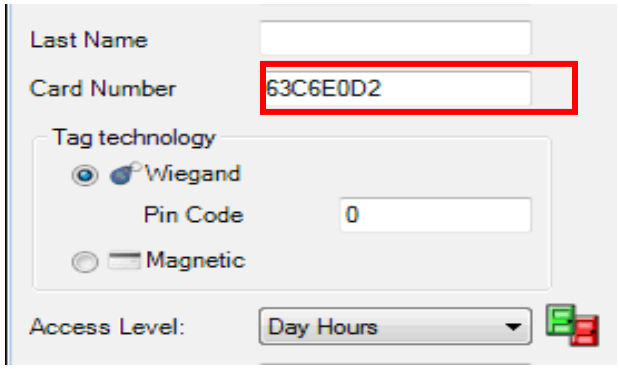
First you have to read a Card Number to be associated with the user. Take a New Card and present it to a Reader > the Gate Keeper will react with an Invalid Key since it is an new Card. Select the line and then simultaneously press Ctrl + K keys on your computer.



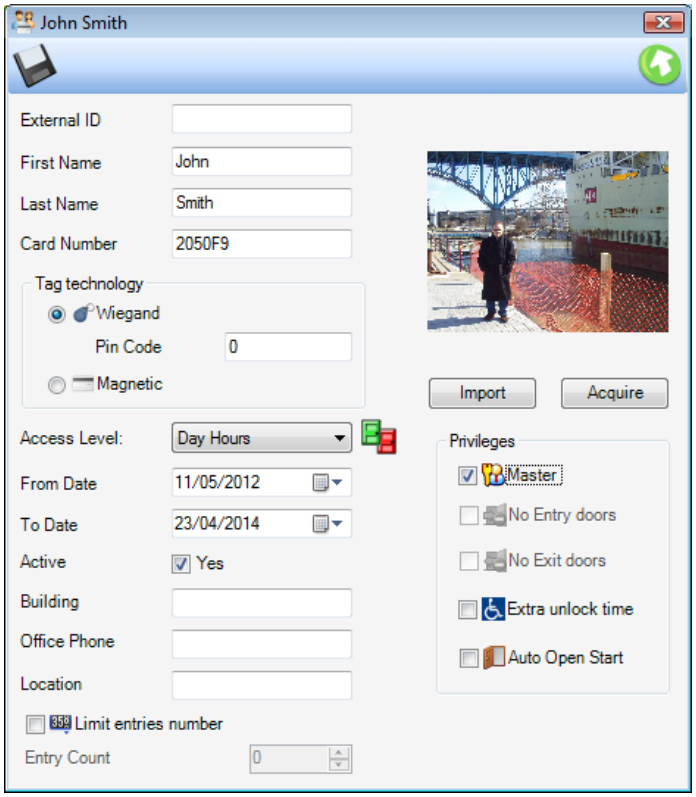
Then to add a user, click on the Add User button (Green Plus sign) as seen in the next picture. The user properties screen will open for you to enter the new user's information:



Then press again Ctrl + K keys and the Card serial number will be automatically inserted:



Then fill in the rest of the information required:



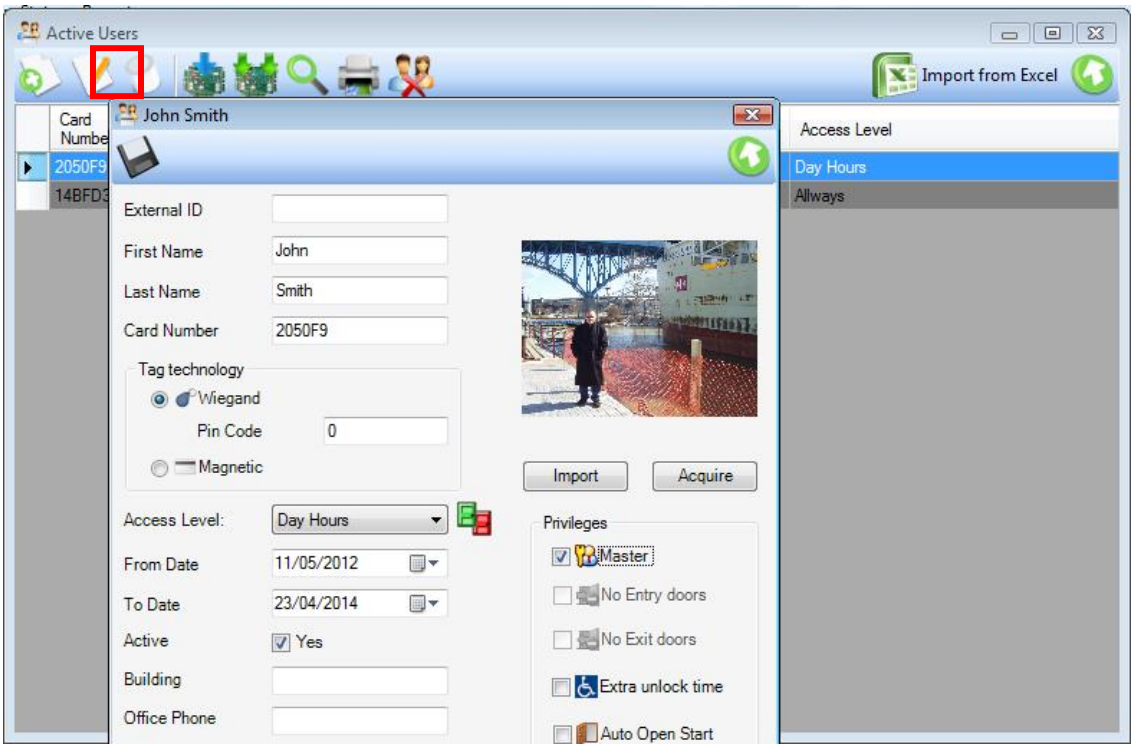
You must enter the new user's first and last name, assign the user to a user group, select a 'from' and 'to' date for the user (user will be active on this time frame only), assign the user with either two access levels or a single access level and a personal time zone with personal doors, and a pin code of five to eight digits. You can allow extra privileges to the user, with the special flags on the right side of the add screen (in the example the user has Master privileges, same as a Master key will open All doors).

Additional information is a great resource when someone is looking to locate the person that accessed the premises: Building, Office Phone and location.

You can also import an existing picture of the user by clicking the Import button or to acquire a new picture with your internal/external web Camera by clicking on the Acquire button. After you finished filling the Data, please save it by pressing on the Save button (the Diskette icon).

5.5.2. Editing Users' Information

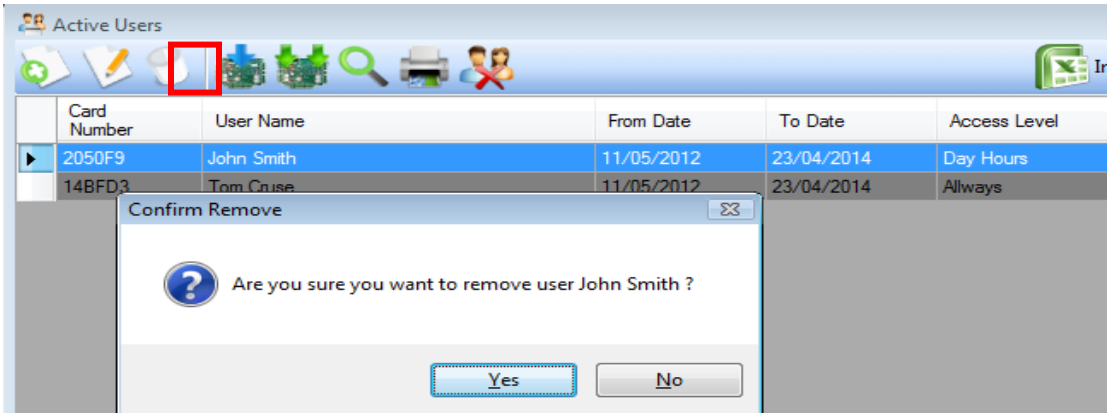
To edit a user, select a user from the list on the users screen and click on the User Editing button (The Pencil) as seen in the next picture then the user properties screen will open with the selected user properties, as seen in the next picture:



After updating the user's information, click on the Update button (the Diskette icon) to save the information.

5.5.3. Removing a user

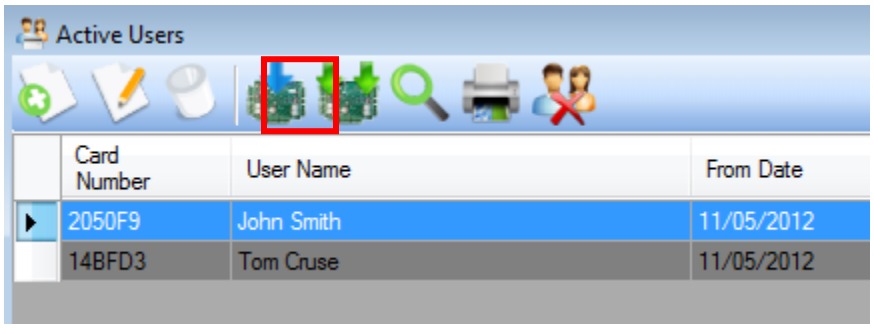
To remove a user (to make the user inactive in the system), select the user line from the users list, and click the Remove User button (the Waste Bin) as seen in the next picture. You will get the following warning screen:



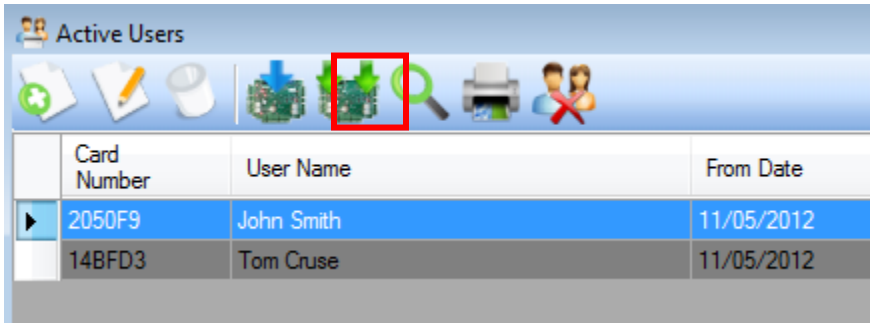
To remove user select the Yes button!!

5.5.4. Sending users' data to the controllers

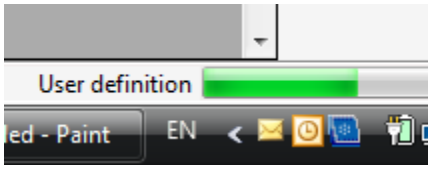
To send a single user's data to the controllers, select the user from the users list and click the Download One button (the Blue Arrow) as seen in the next picture:



To send all the users data to the controllers, click the Download All button(the Double Green Arrows) as seen in the next picture:

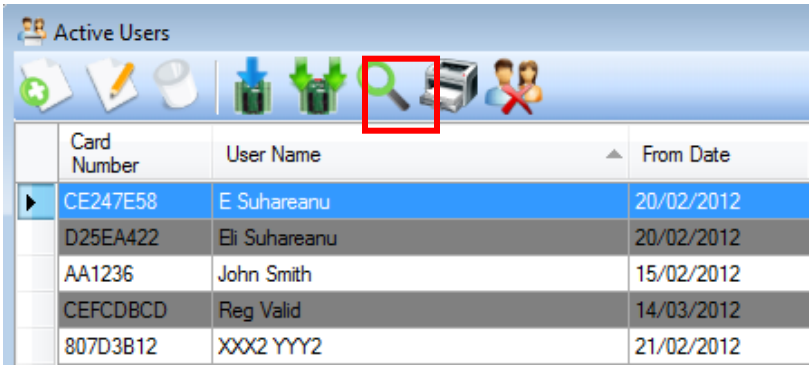


In either case the download progress is displayed on the down right corner of the screen:

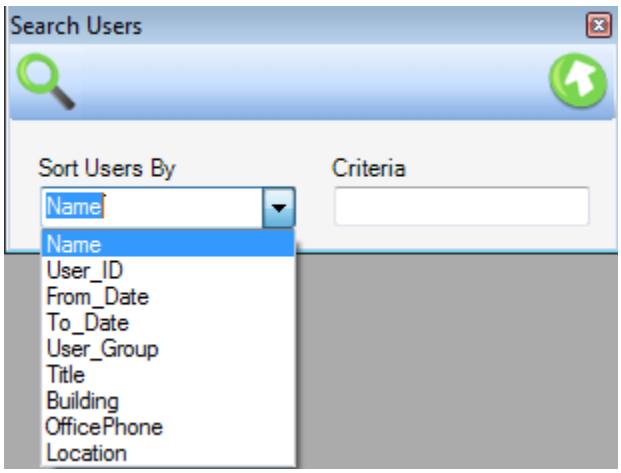


5.5.5. Searching users

To search in the system users, click on the Search button as seen in the next picture:



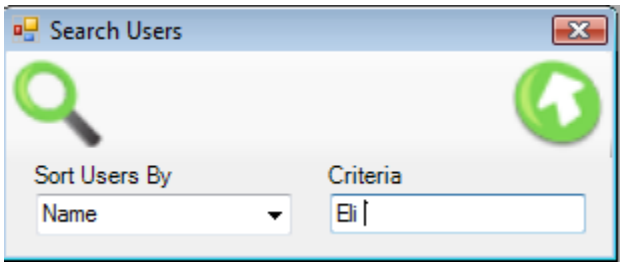
The search user dialog will open, allowing you to search the system users by several criteria:



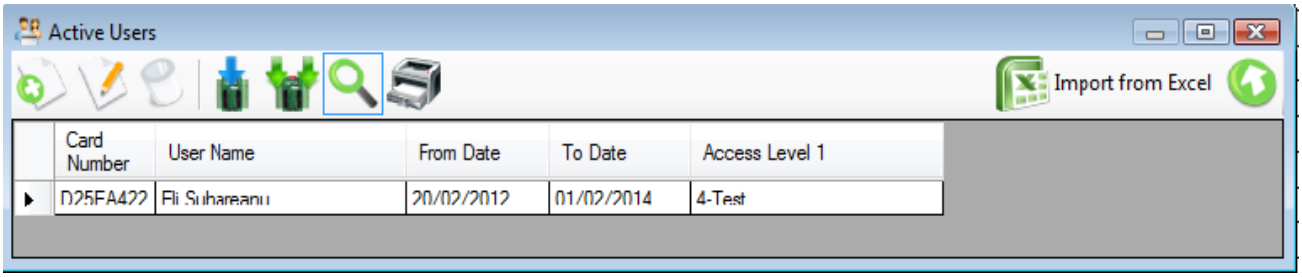
1. By User ID
2. From Date
3. To Date
4. User Group
5. Title
6. Building
7. Office Phone
8. Location

Note: Remember when Adding a new User to fill in as much Data possible , it will help you to search the person/s much faster !!

If you would like to filter even more then after filling the criteria and click the search button again . For example, searching for users by name with the criteria "Eli":

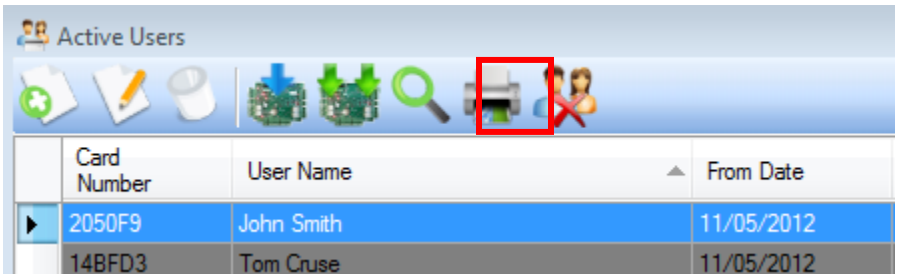


Returns the following results:

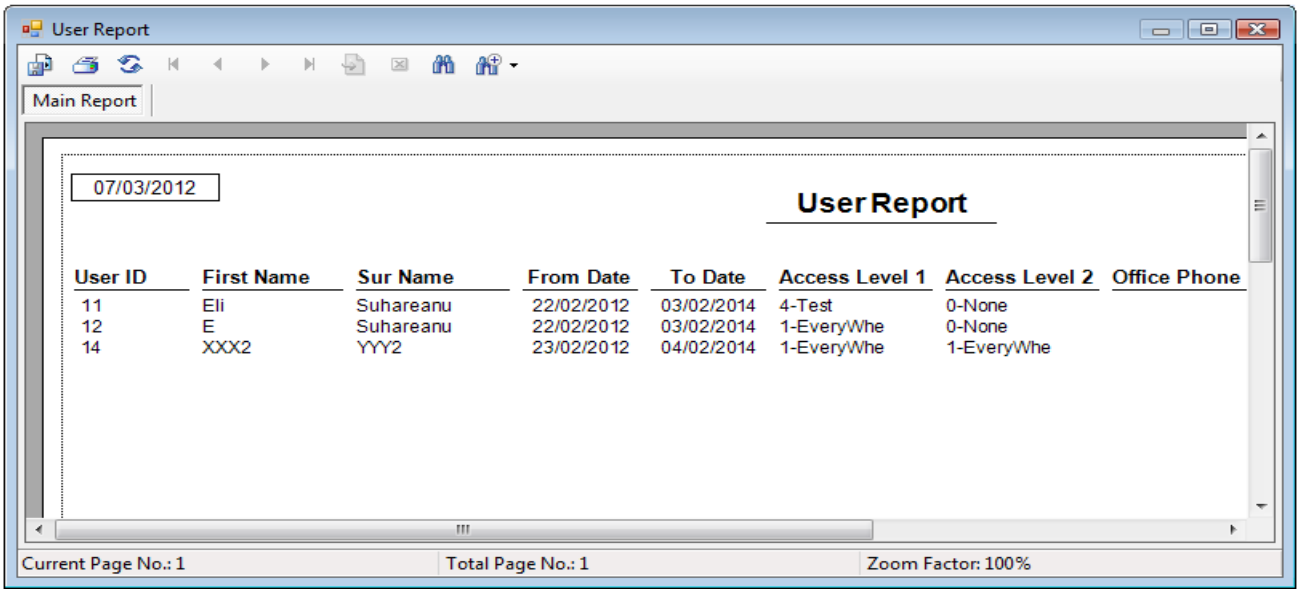


5.5.6. Users Report (List)

By clicking on Users Report button (the Printer Icon), it will prepare a printable list of All active users:

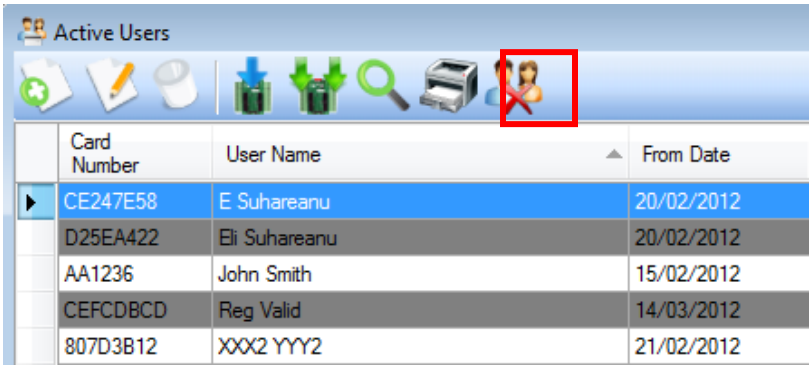


The following screen report will be displayed:

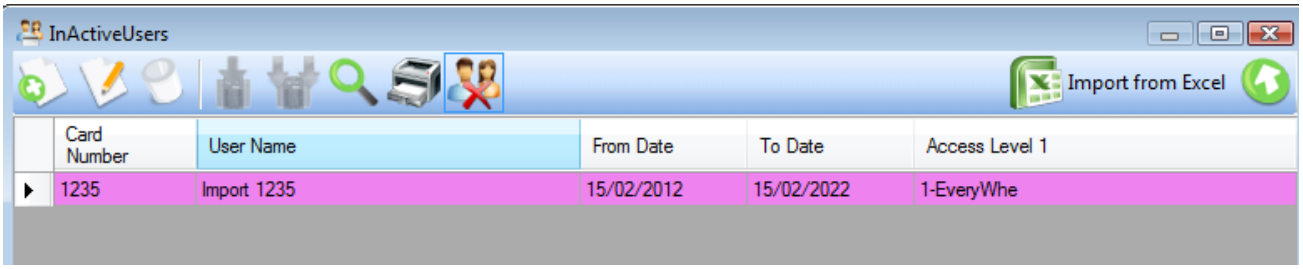


5.5.7. Viewing removed users list

To view the removed users list, click on the removed users' button as seen in the next picture:



The users list will change its colors, and will display all the users that have been removed from the system (users that are inactive), as seen in the next picture:

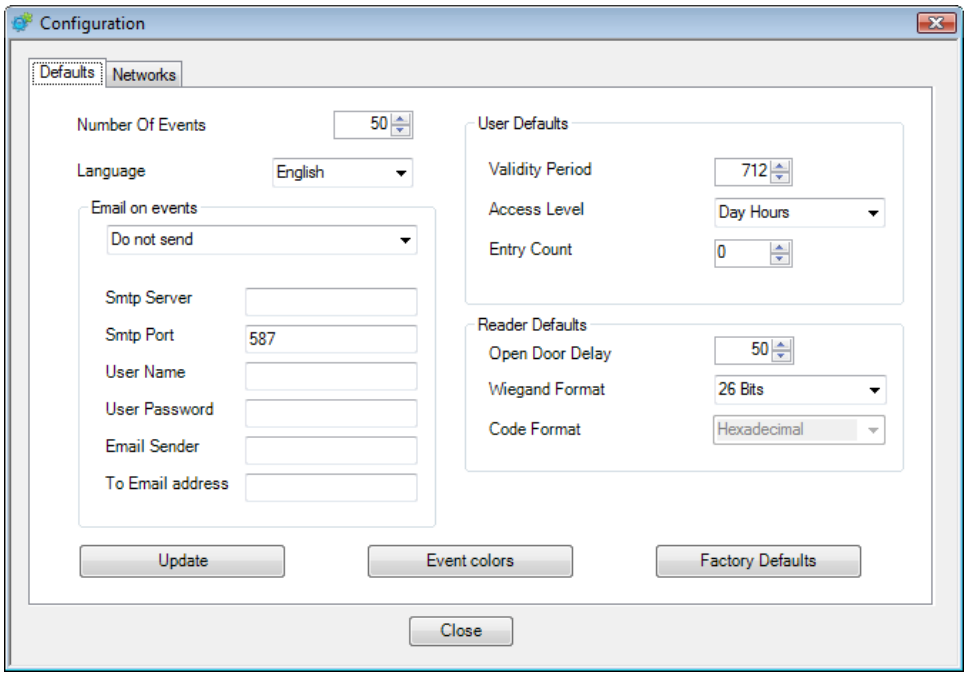


To reactivate a user, select the user from the list and click on the User Properties button (see section about Editing Users Information). On the user properties screen, mark the check box next to active and click update. The selected user is now active again.

5.6. The Setup Button

5.6.1. Configuration screen

The configuration screen controls all the Default program's technical definitions of networks:

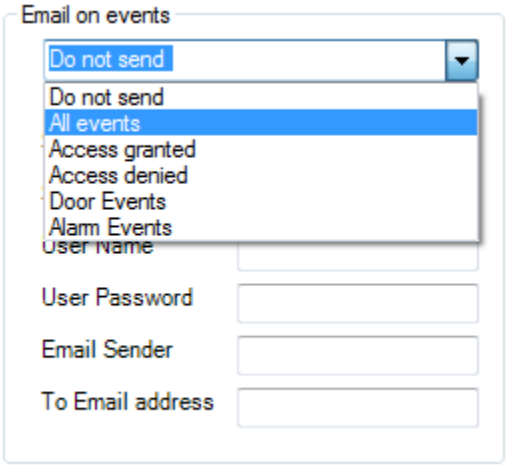


The defaults tab configures 3 main data areas

5.6.1.1 Number Of Events

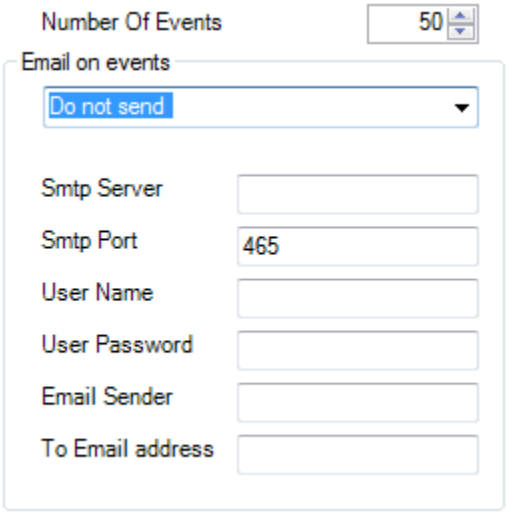
The maximum number of events to display on the main program screen.

5.6.1.2 Email on Events



You can choose to totally stop all the events (Do not send) or send ALL events by mail (All Events) or filter the Emails sent by type (e.g. send only a mail when Access is denied).

To configure the Email sent, you have to fill in the following table:



SMTP Server - is the sending /outgoing SMTP server used (e.g. Google Gmail out going is **smtp.gmail.com**). ***Please make sure you enter the outgoing SMTP mail server!!***

SMTP Port - The SMTP servers are using dedicated open ports to transmit out . Make sure to get the right ports (e.g. Gmail is using 465 or 587).

User Name – is usually your email user name (e.g. Email address) or other User name you use to send your emails.

Email Sender – the Email address of the sender.

To Email address – The email address the emails are sent to.

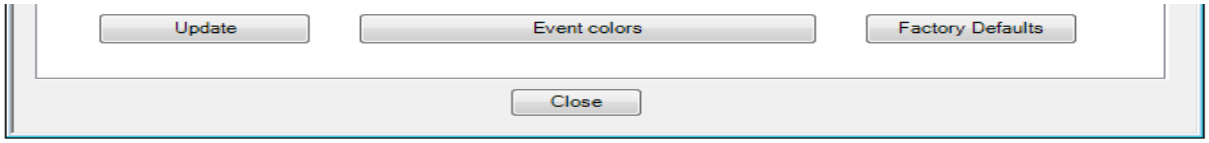
5.6.1.3 User Defaults

2. Validity Period
   The default amount in days a new user is configured to be valid
3. Access Level 1, 2
   The default access levels 1 and 2 for a new user
4. Entry Count
   The default entry count of new user

5.6.1.4 Reader Defaults

1. Open Door Delay
   The default number in seconds of a new door's unlock time
2. The Reader format (or the message length)
3. The Reader Code format (e.g. Hexadecimal)

On the bottom there are 3 buttons:



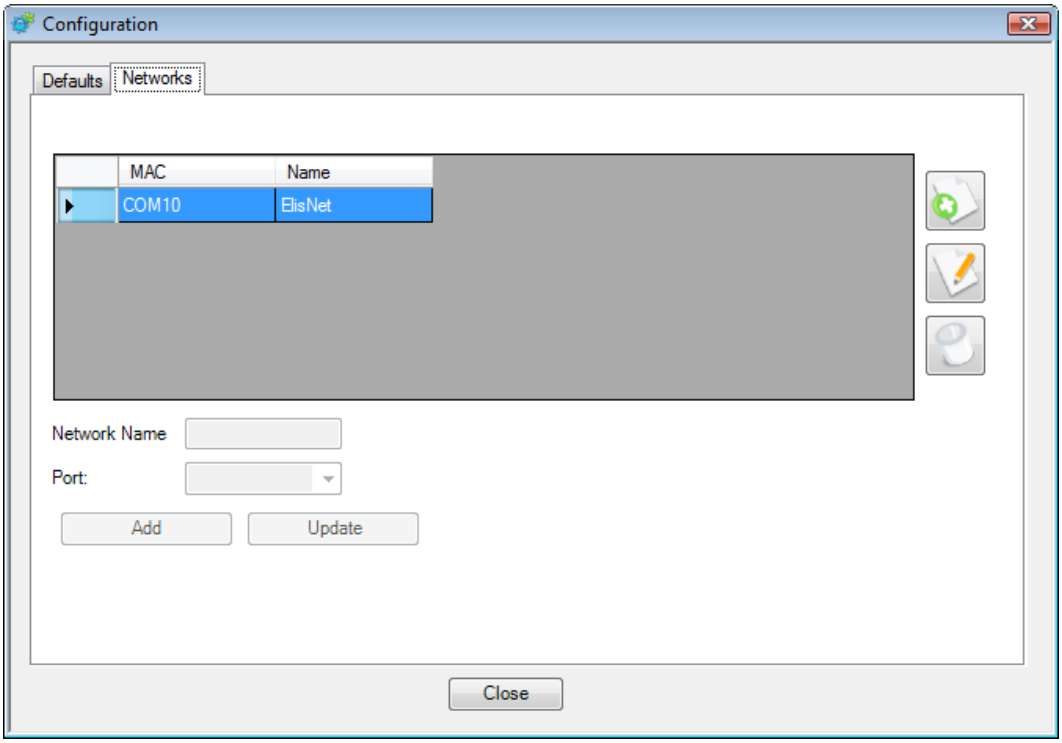
Always when finishing updating the form, click **Update** to save changes.

The **Event Colors** button is defining the color for each type of event recorded e.g. Valig entry will get a Green color (meaning the user has a green light to enter) while a Invalid entry will get a Blue color and Denied Entry will get a Red Color.

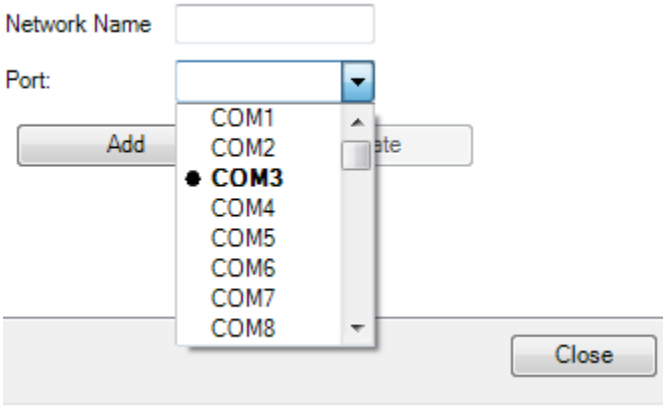
The Third Button will restore the set ups to **factory Defaults**.

5.6.2. Networks tab

The networks tab displays information about the networks connected to the computer running the GateKeeper program. Through these networks the program communicates with the controllers, and receives events information.



To add a network, first click on the Add (plus button) then enter the Network name. To select a free COM Port from the list by clicking on the Port Button (make sure that the right COM port is selected - Bold and marked by a Star) as seen in the next picture:



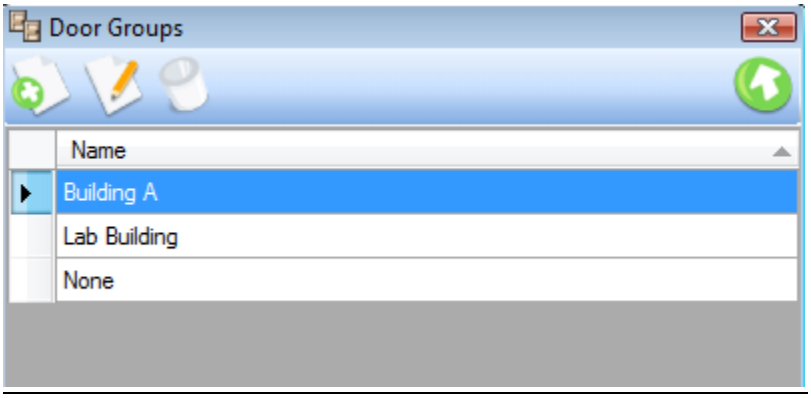
In that example the free port is COM3, and click Add Button on the bottom and immediately after the Update Button.

To edit a network, select the network from the list, edit the data in the text boxes and click Update (or the Pencil Button). To remove a network, select the network from the list and click remove (the "Waste Bin" button).

At the end click on the close button and the setting will be saved !

5.7. Door Groups

Doors groups are used mainly for keeping the access level records.

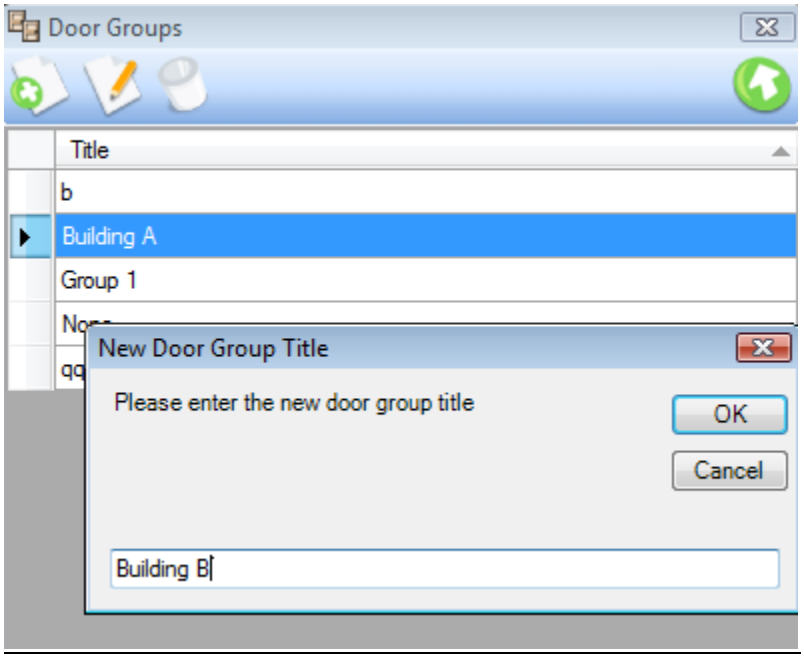


Door groups define a set of doors which have similar characteristics, or adhere to certain rules, such as no pass back (user can enter through only certain doors, and exit through others).Selecting a door group from the left list will display its doors on the right list.

Important note – Added/updated/removed door group information must be downloaded to the controllers. Please see the section called Updating door groups data to the controllers.

5.7.1. Adding a door group

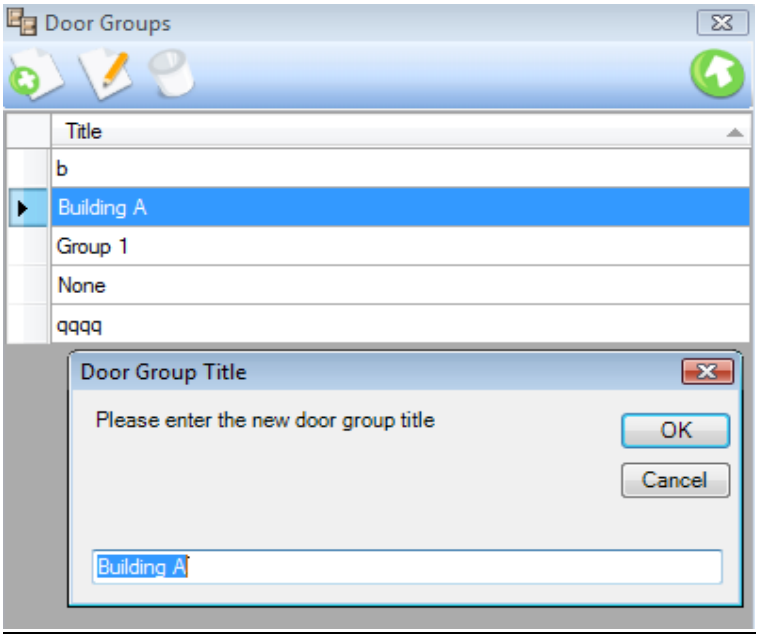
To add a door group, click on the Add button as seen in the next picture and enter a door group name:



After naming the Door Group, click OK!!

5.7.2. Editing a door group name

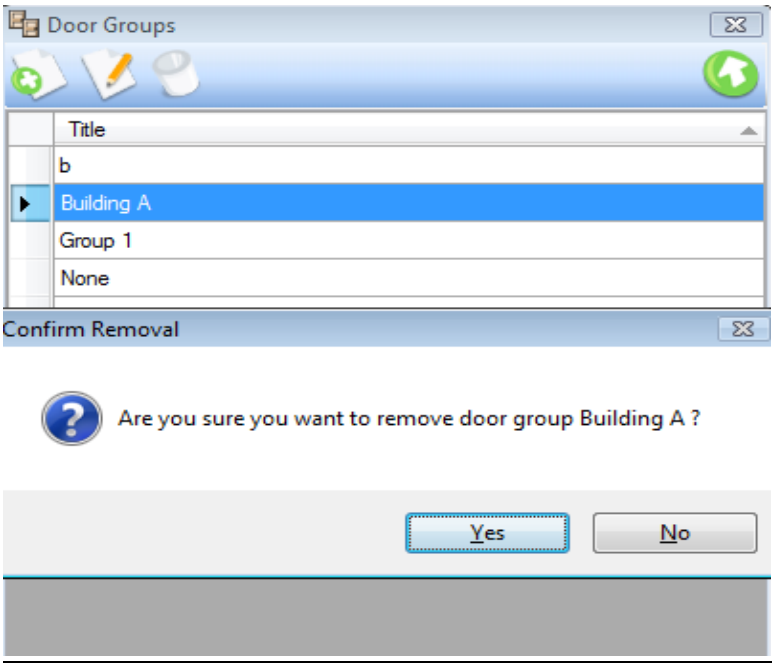
To edit a door group, select the door group from the list and click on the edit button(the Pencil Button) , as seen in the next picture:



After updating the door group's information, click on the OK button!!

5.7.3. Removing a door group

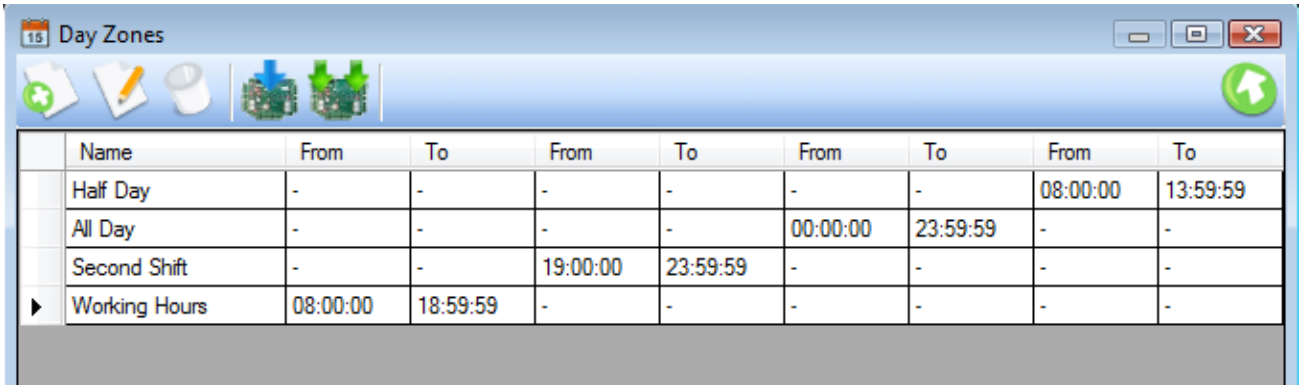
To remove a door group, click on the Remove button as seen in the next picture:



Select Yes to remove the selected Door.

5.8. *Day Zone*

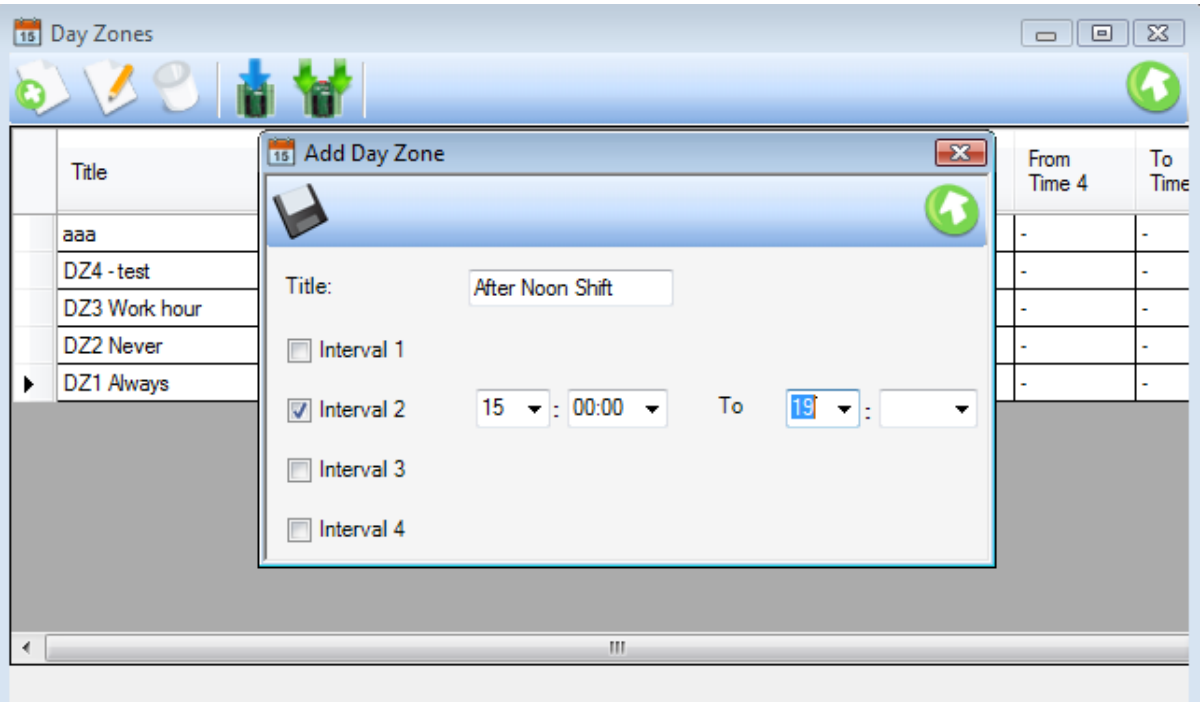
Time zones define periods of access time during a day. Up to 4 daily periods can be defined per User:



Name	From	To	From	To	From	To	From	To
Half Day	-	-	-	-	-	-	08:00:00	13:59:59
All Day	-	-	-	-	00:00:00	23:59:59	-	-
Second Shift	-	-	19:00:00	23:59:59	-	-	-	-
Working Hours	08:00:00	18:59:59	-	-	-	-	-	-

5.8.1. Adding of Daily Time zone/s

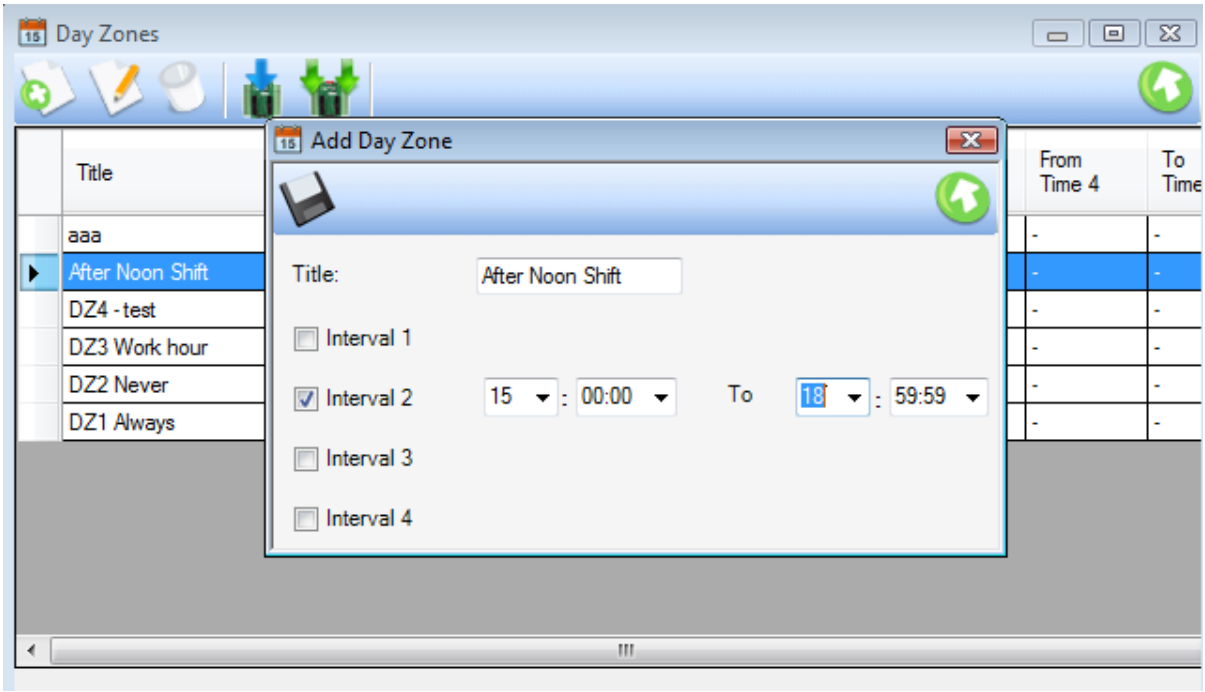
You can add Daily Time zone/s by using the Add button (the Green Plus button):



Note : After adding the new Day Zone , save it by pressing the save button (the Diskette icon)!!

5.8.2. Editing of Daily Time zone/s

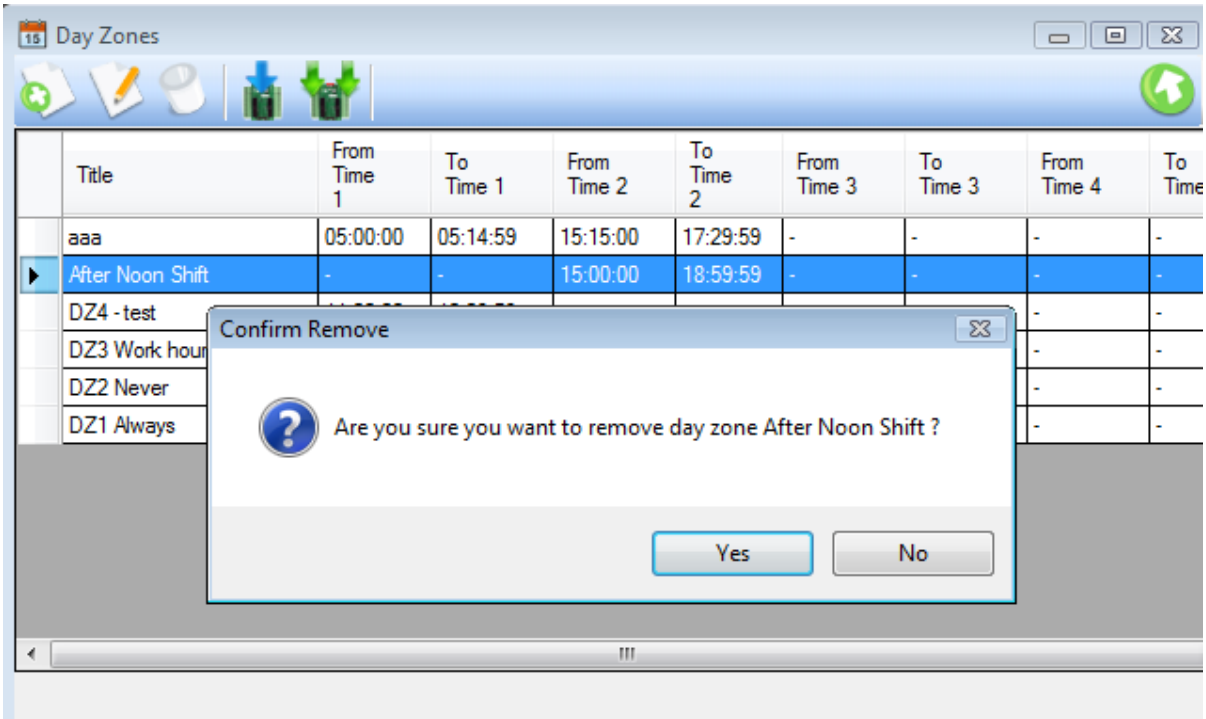
You can Edit the Daily zone/s by selecting the using the Edit button (the Pencil button):



Note : After editing the Day Zone , save it by pressing the save button (the Diskette icon)!!

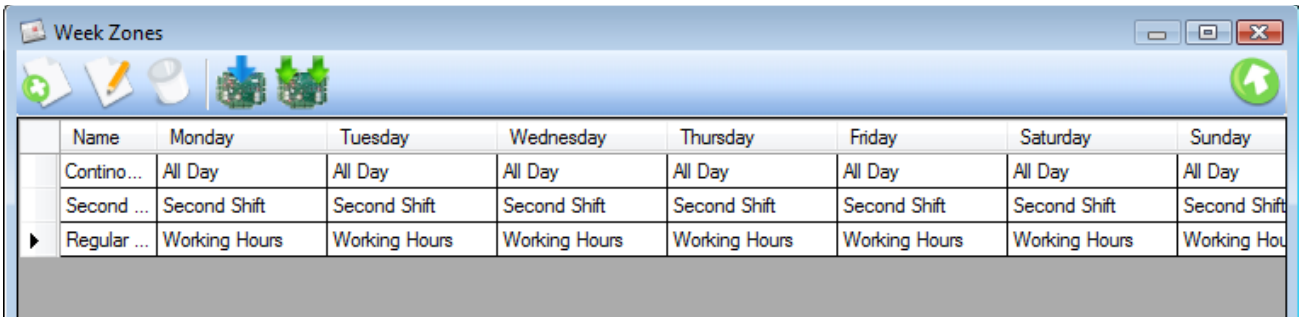
5.8.3. Deleting of Day zone/s

You can Remove the Day zone/s by selecting the using the Delete button (the Waste Bin button):



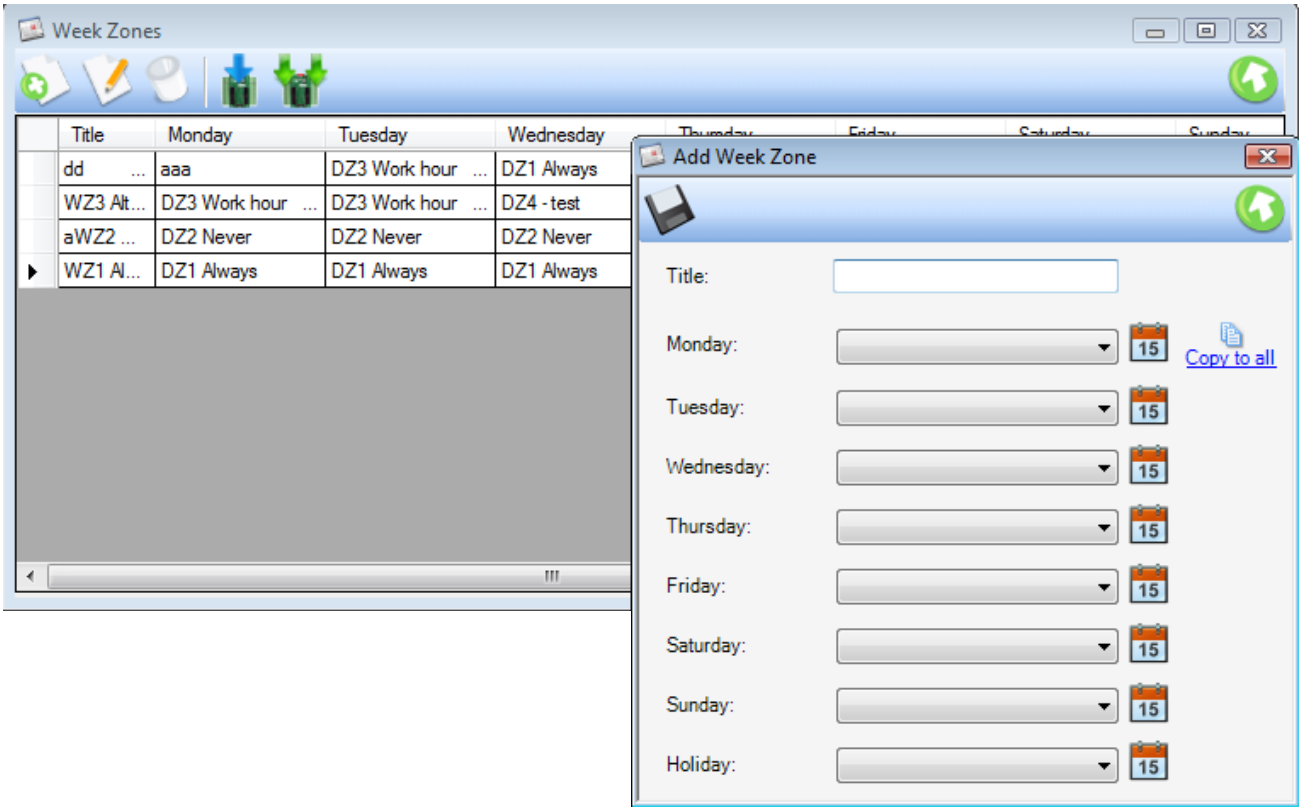
5.9. *Week Zone*

Week Zone defines the accessible days during the Week, per user:



5.9.1. Adding of Weekly Time zone/s

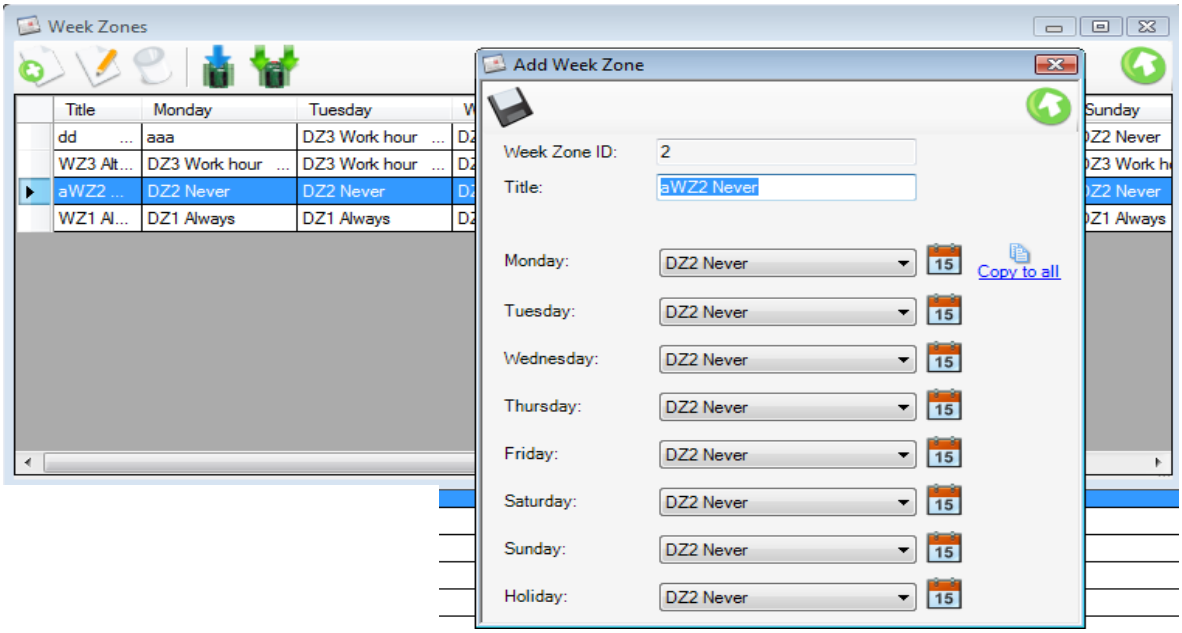
You can add Weekly Time zone/s by using the Add button (the Green Plus button):



Note : After adding the new Week Zone/s , save it by pressing the save button (the Diskette icon)!!

5.9.2. Editing of Weekly Time zones

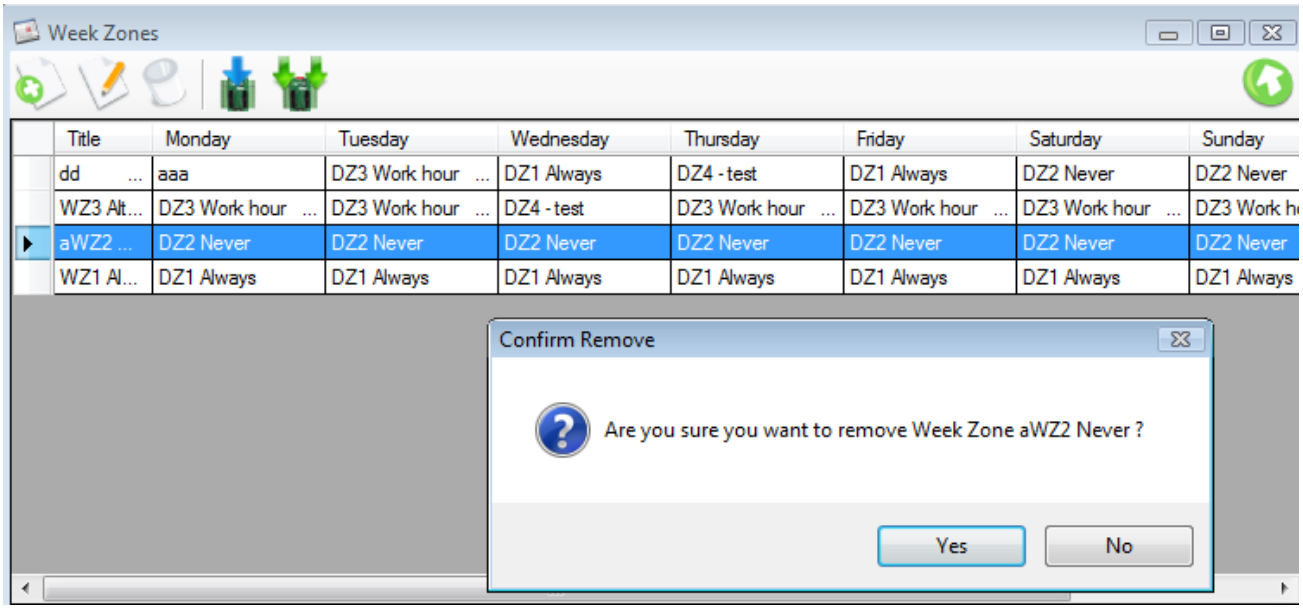
You can Edit Weekly zone/s by selecting the using the Edit button (the Pencil button):



Note: After editing the Week Zone , save it by pressing the save button (the Diskette icon)!!

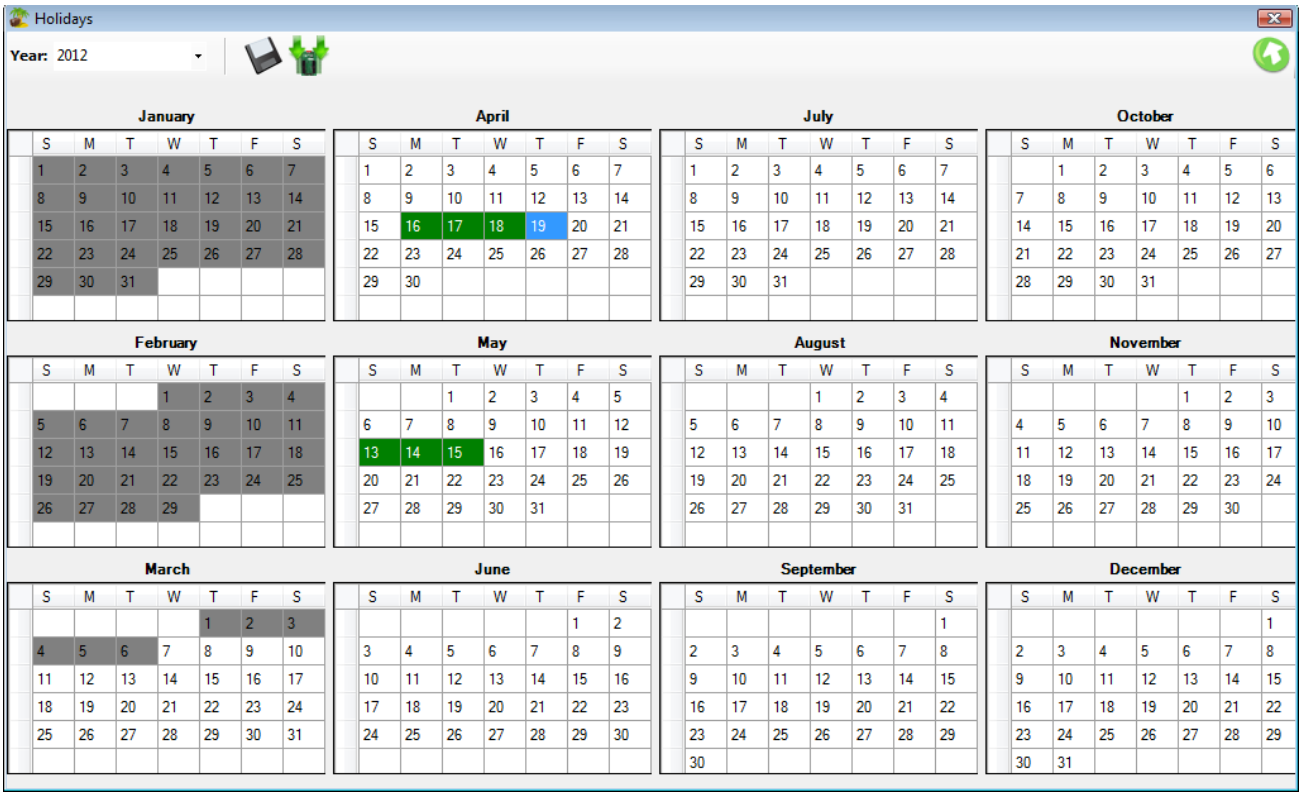
5.9.3. Deleting of Week Time zone/s

You can Remove the Week zone/s by selecting the using the Delete button (the Waste Bin button):



Note : After selecting the Day Zone to Remove , press the Yes button.

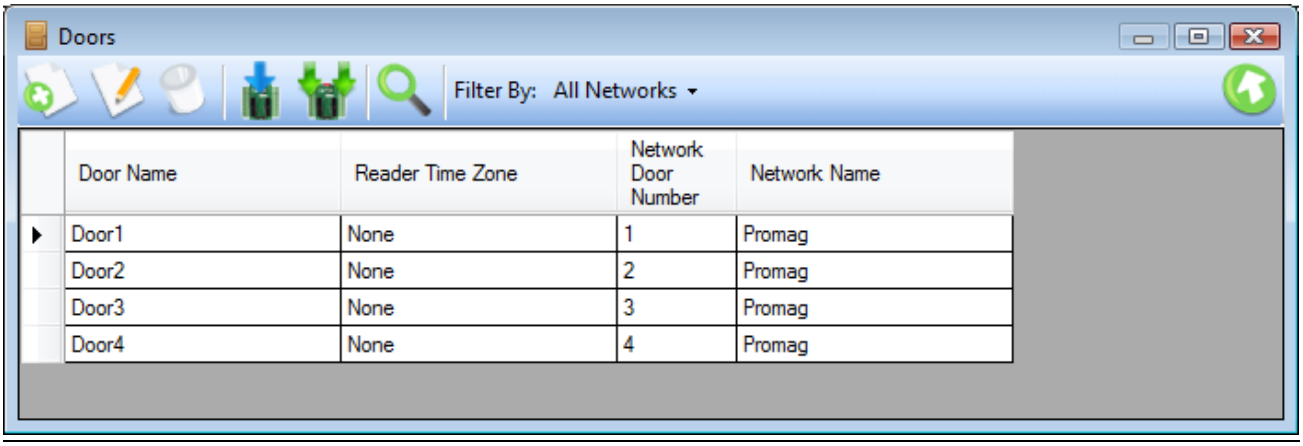
5.10. Holidays tab



Note: Select the dates of your Holidays. They will turn Green. To unselect, just click once more.

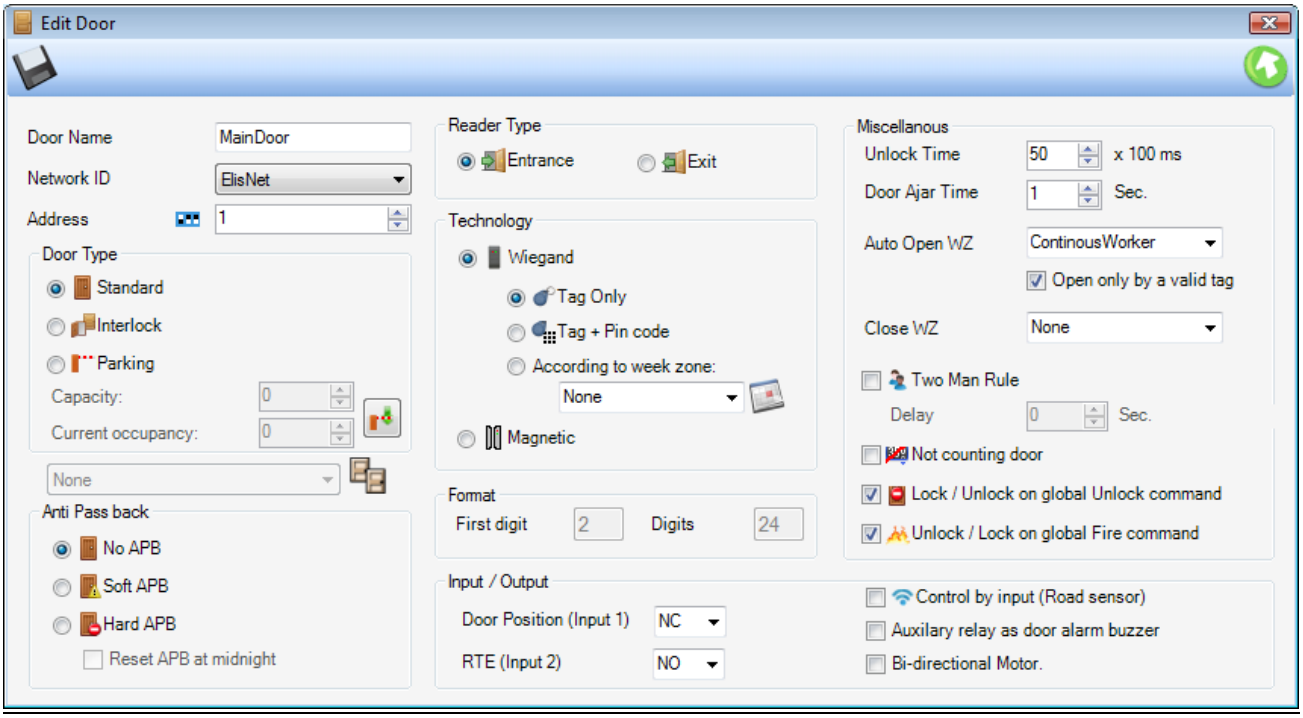
5.11. Doors *(Setup)*

The doors screen displays information about the configured doors of the system. Each door is configured with parameters that define its functionality in the system:



5.11.1. Adding a door

To add a door, click on the Add button (the Green Plus button and the add door screen will open for you to enter the new door:



There is a wide selection of possibilities to define the Doors from a basic operation to parking doors and interlock doors.

To add a door there are a minimum number parameters you must fill in:

a. First enter the Door's name, the Network ID (that the Door belongs to) and the Door Address (usually is No 1, No2 ….. No6 …).

b.Then, select the door Type; select a Reader Type and Technology.

Advanced Selections

There are advanced selections you can choose from:

a. Select Interlock door if you have a Double door system . In that mode the user will open the first door and only after the first door is closed it will allow to open the second door.

b. Select a Parking door –in that mode the system will count the No of cars going in and out – you have to start by filling the No of Cars that are already parking and the Max No of cars that the Parking can accommodate. From now on the system will keep track of the No of cars including operation of a Traffic Light at the Door via the Aux relay (Green when there are still places and Red when the Parking is full).

c. Anti Pass Back – for allowing the door to stay open longer to allow more that one person to pass. The soft APB will allow to keep the Door open as long as required without getting an Alarm and the Hard APB will allow to keep it for a preset time duration.

d. You can select the Type or the traffic direction. – In or Out .

e. Select the Input/Output – NC or NO and the Request to Exit NC or NO.

f. You also may select Unlock /Lock on Global Fire command and Lock/ Unlock on Global Unlock command to let emergency personal to enter the premises on special events.

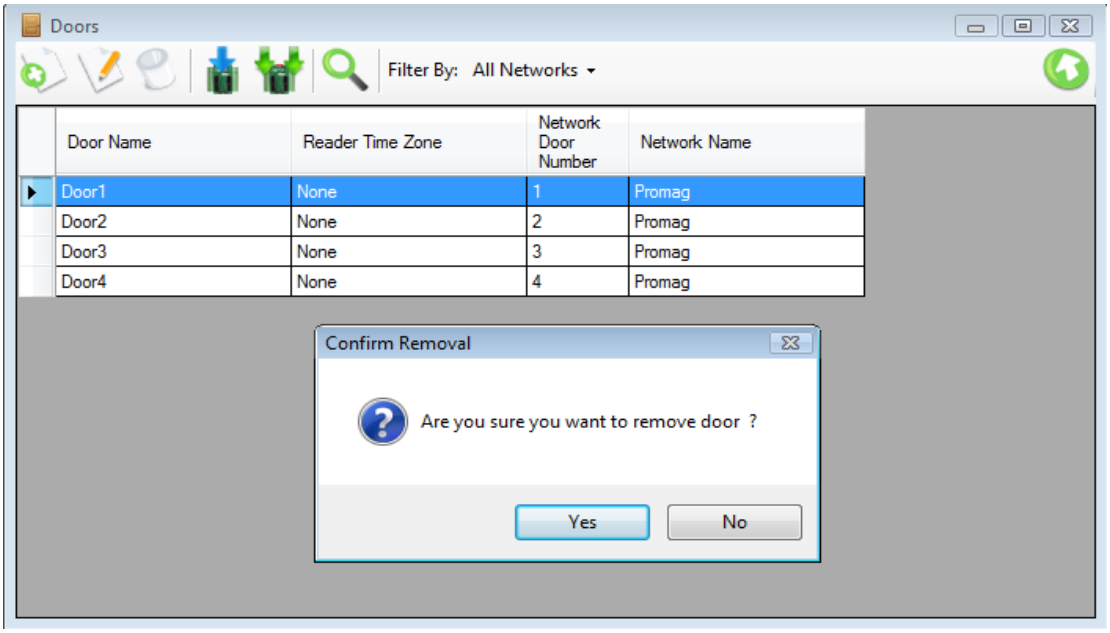
5.11.2. Editing a door

To edit a door, simply double click on the corresponding line of the door.

The software will open up the same screen as when adding a new door and will allow you to change the door parameters. After updating the door's information, click on the Update button to save the information.

5.11.3. Removing a door

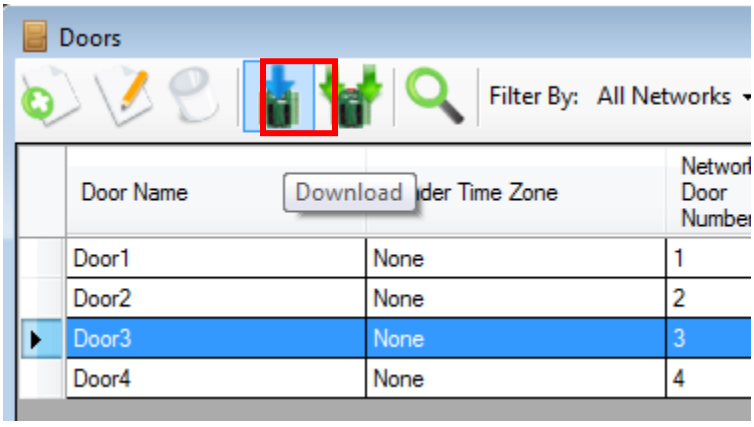
To remove a door, click on the Remove button (the Waste bin) as seen in the next picture:



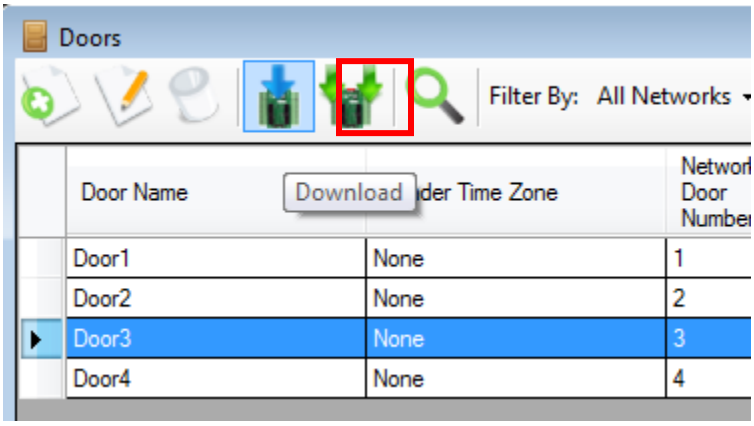
Note : After selecting the Door to be removed , press the Yes button.

5.11.4. Updating doors data to the controllers

To send a single door data to the controllers, select the door from the list and click the Download One button as seen in the next picture:

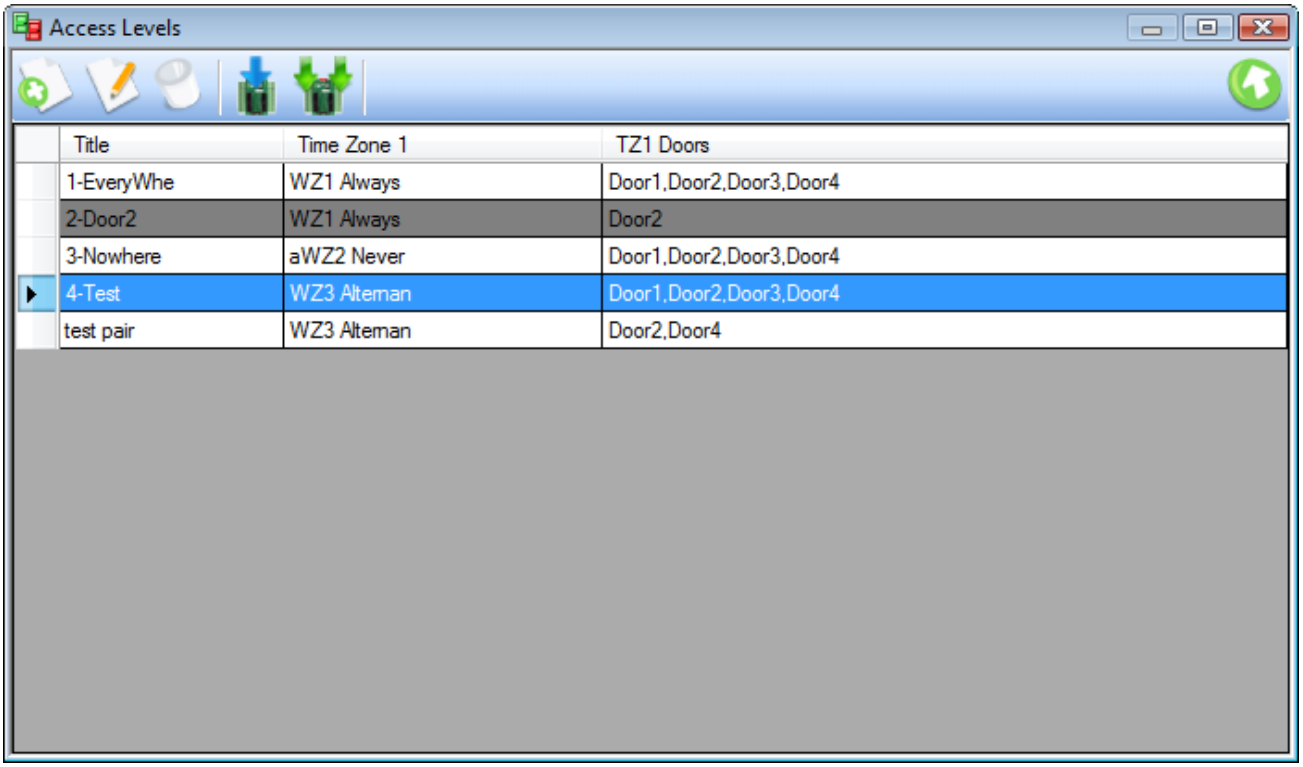


To send all the doors data to the controllers, click the Download All button as seen in the next picture:



In either case the sent messages screen will open, displaying the data messages sent to the controllers.

5.12. Access Levels



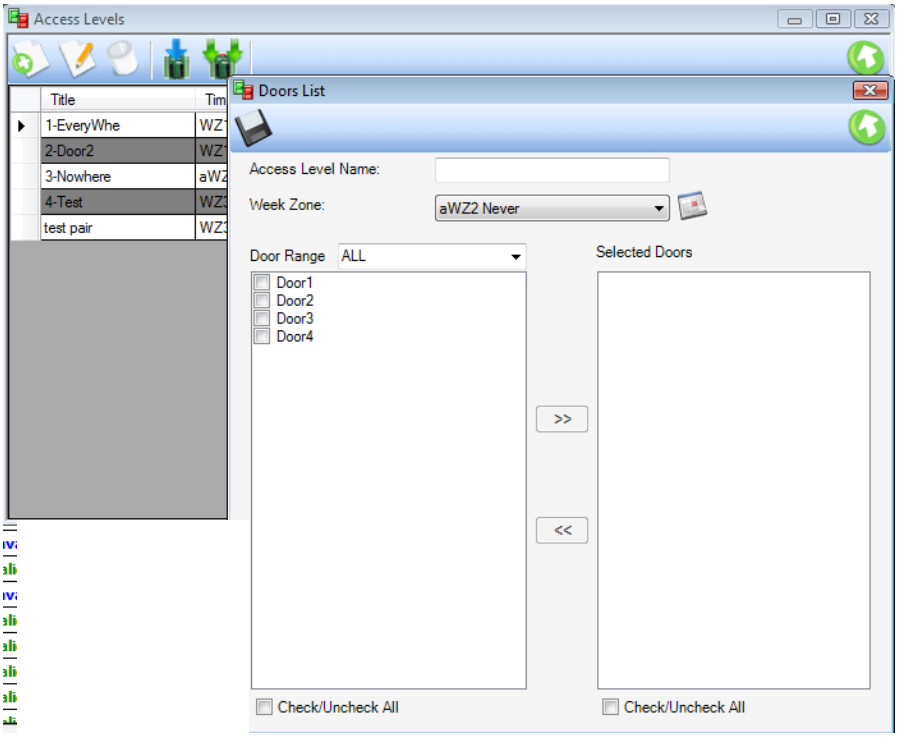
Access levels are usually comprised of one or two time zones, and specific doors which can be accessed only on this access level.

Note : There are 2 Access Level supported . To access the 2nd Access level set up, Press F12 on user screen allow defining Access Level 2 and User Group

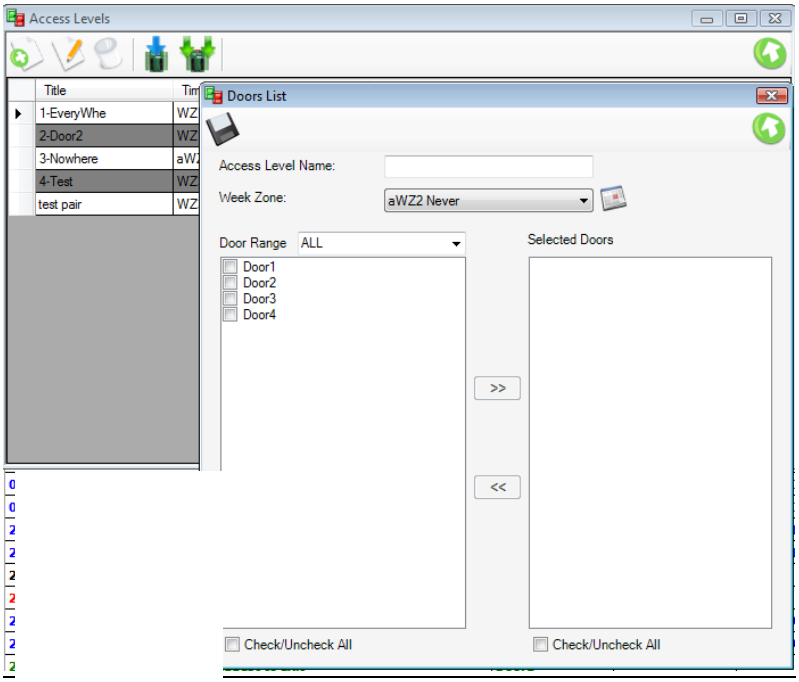
Important note – Added/updated/removed access levels information must be downloaded to the controllers. Please see the section called Updating access levels data to the controllers.

5.12.1. Adding an Access Level

To add an access level, click on the Add button (the Green Plus icon) as seen in the next picture then the access level screen will change to the add/edit mode, as seen in the next picture:



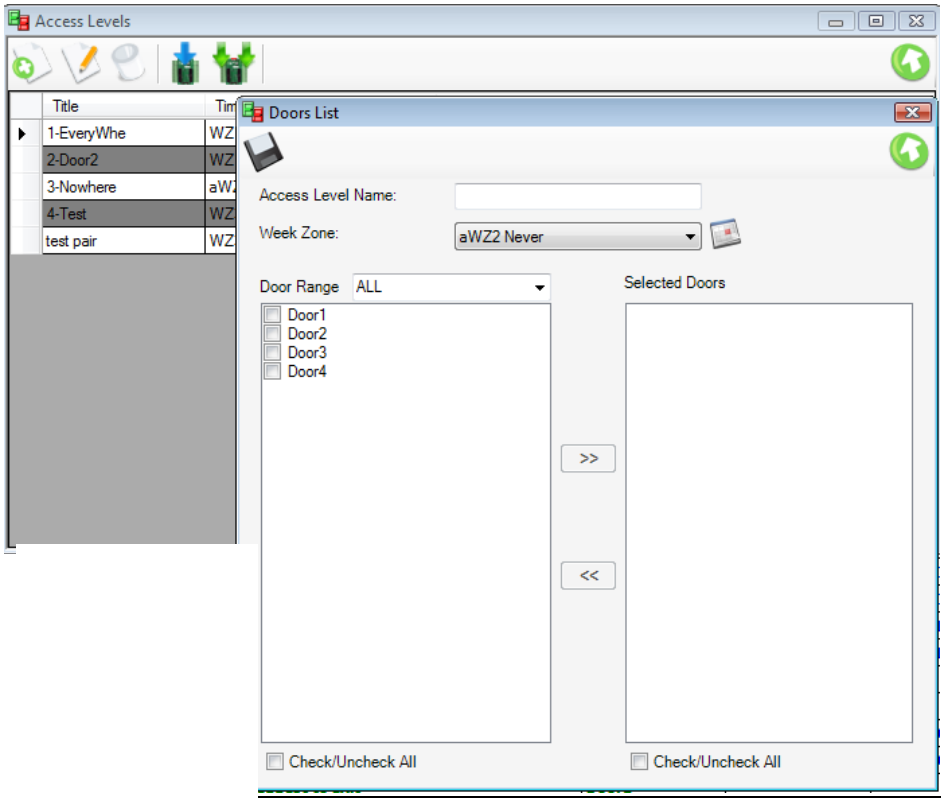
To finish adding an access level, enter the level's name, select either one or two time zones (click on the right side Button next to Week Zone field), select the specific doors for the selected times zones from a list, and click the Add button. To add doors to the time zones, click on the Time Zone1 Doors/TZ2 Doors buttons, the doors list screen will open as seen in the next picture:



5.12.2. Editing an Access Level

To edit an access level, click on the Edit button as seen in the next picture:

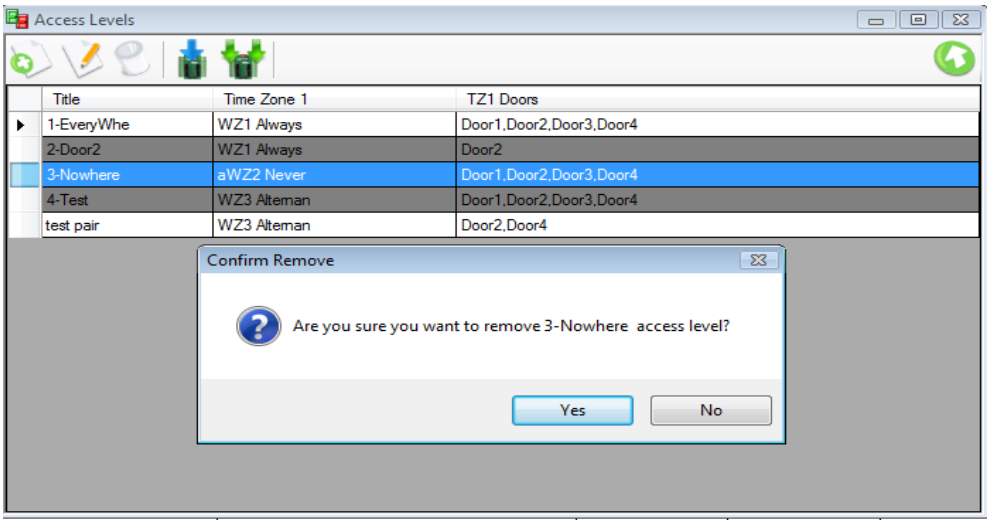
The access level screen will change to the add/edit mode, as seen in the next picture:



You can now change the access level name, time zones and doors. After updating the access level's information, click on the Update button to save the information.

5.12.3. Removing an Access Level

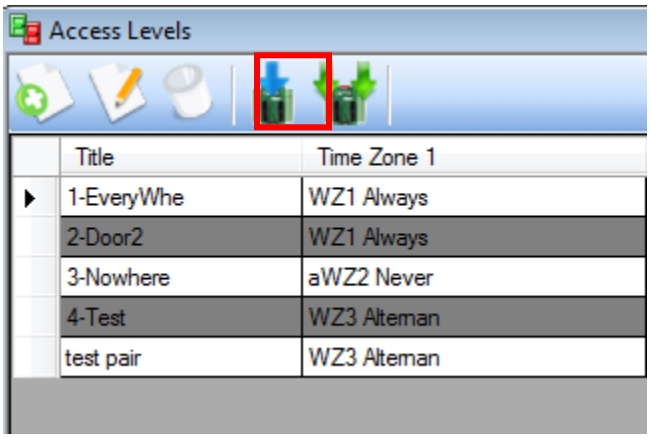
To remove an access level, click on the Remove button as seen in the next picture:



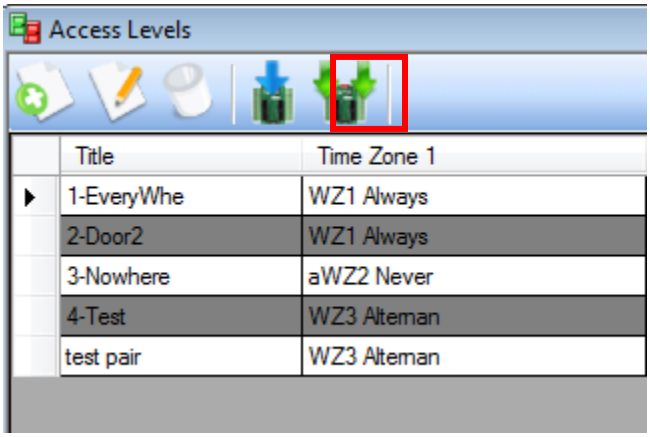
Note : After selecting the Access Level to Remove , press the Yes button.

5.12.4. Updating access levels to the controllers

To send a single access level data to the controllers, select the access level from the list and click the Download One button as seen in the next picture:



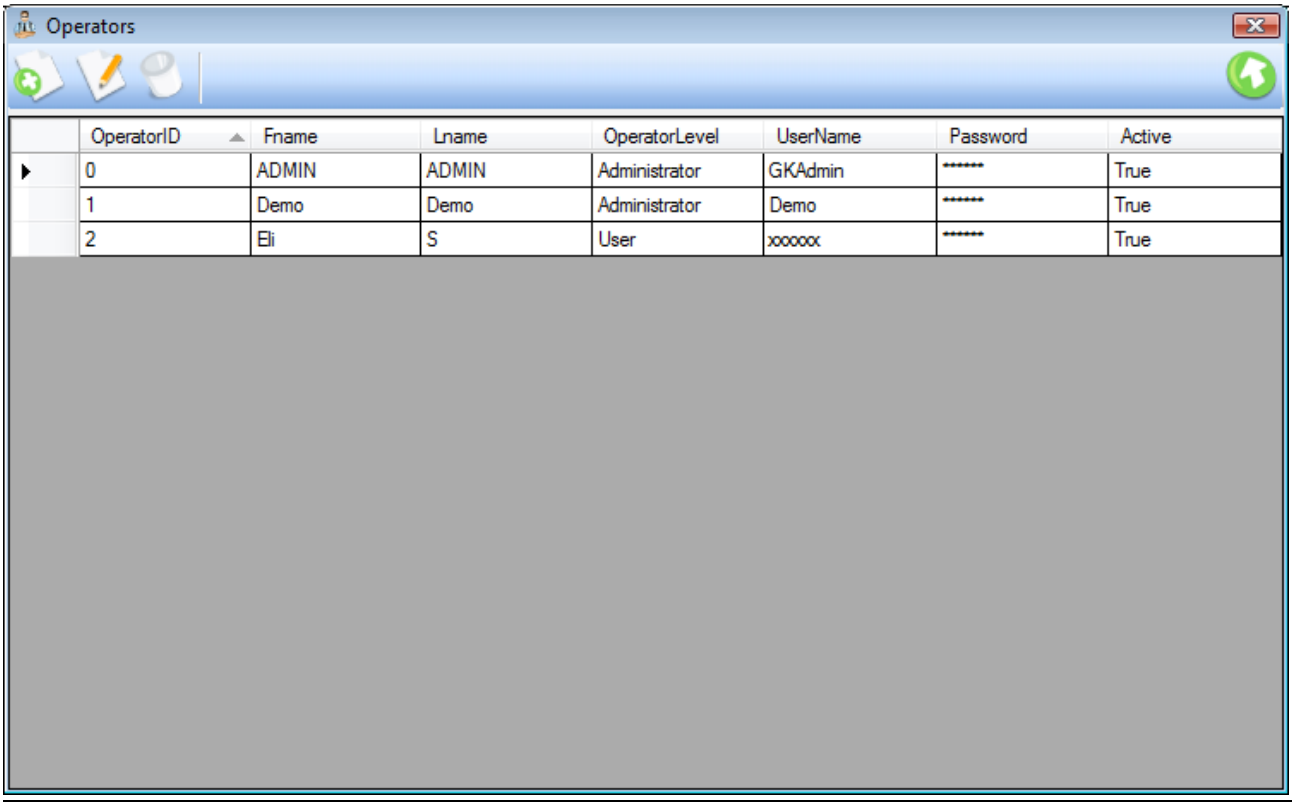
To send all the access levels data to the controllers, click the Download All button as seen in the next picture:



In either case the sent messages screen will open, displaying the data messages sent to the controllers.

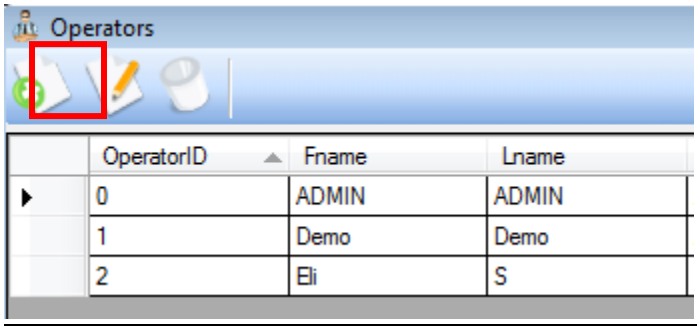
5.13. Operators *(setup)*

The operators screen displays information about the operators which monitor the GateKeeper program. Some operators' roles are just set as users (only monitoring the events), while operators set as administrators can configure the entire GateKeeper program.



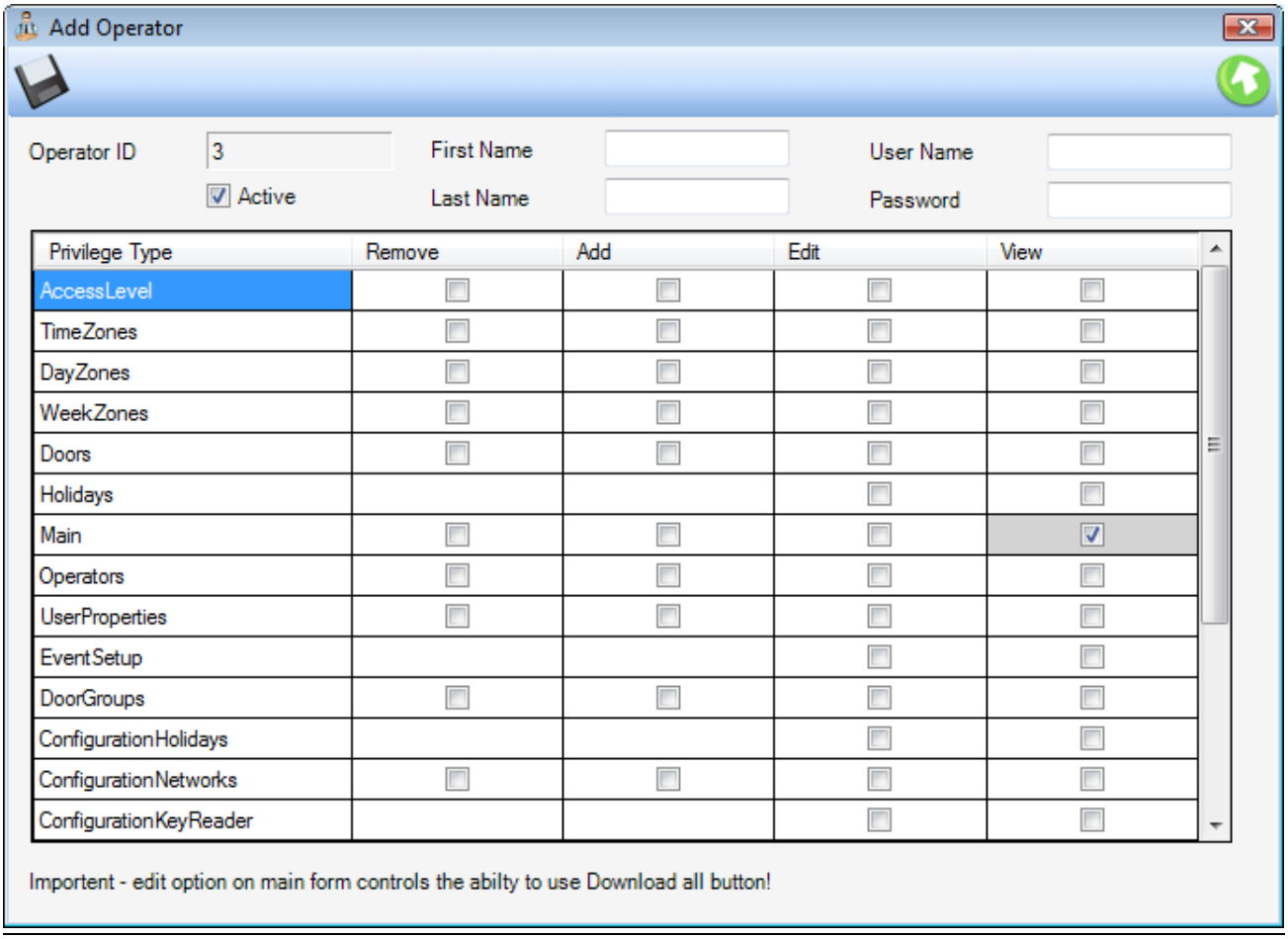
5.13.1. Adding an operator

You can add a new operator in the following way:

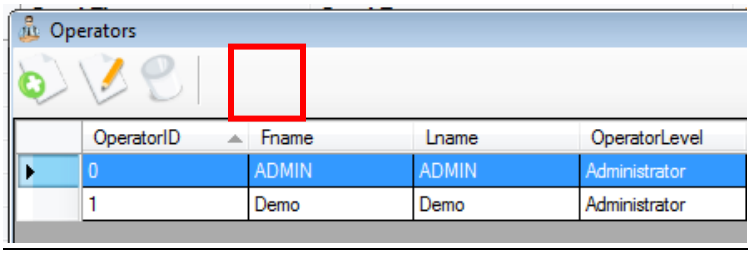


Click on the Add button (the Green Plus Icon) as seen in the picture.

To add an operator, select the operator's level/role (User – a user which just monitors the GateKeeper program or an Administrator which controls all the aspects of the program), enter the new operator's first name, last name, user name, and password and click the save button (the diskette Icon) :

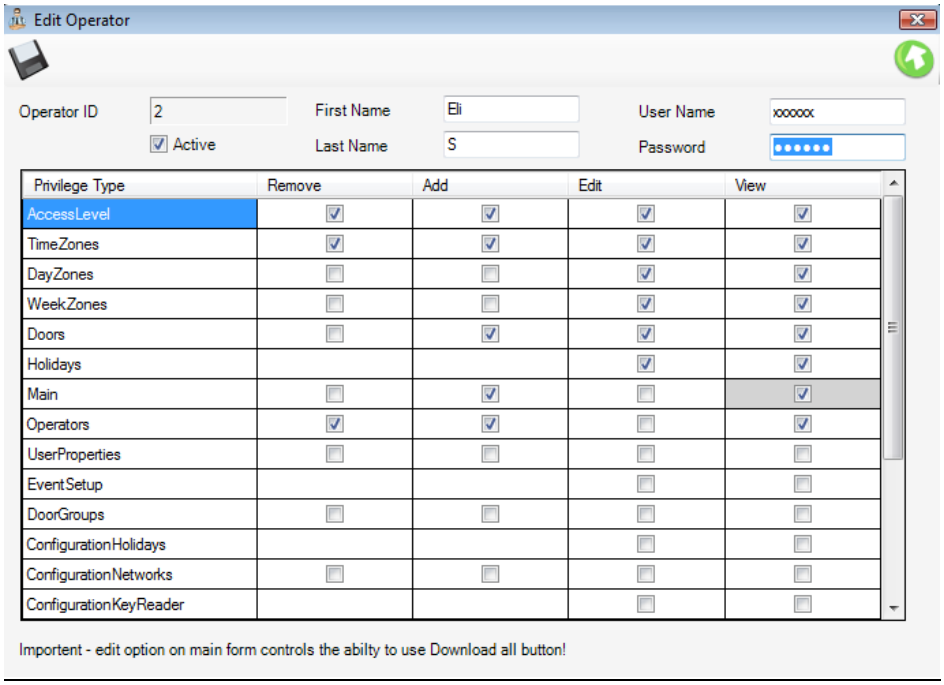


You also can select a user from the user list you want to create an operator from by clicking on the removed Users Icon:



5.13.2. Editing an operator

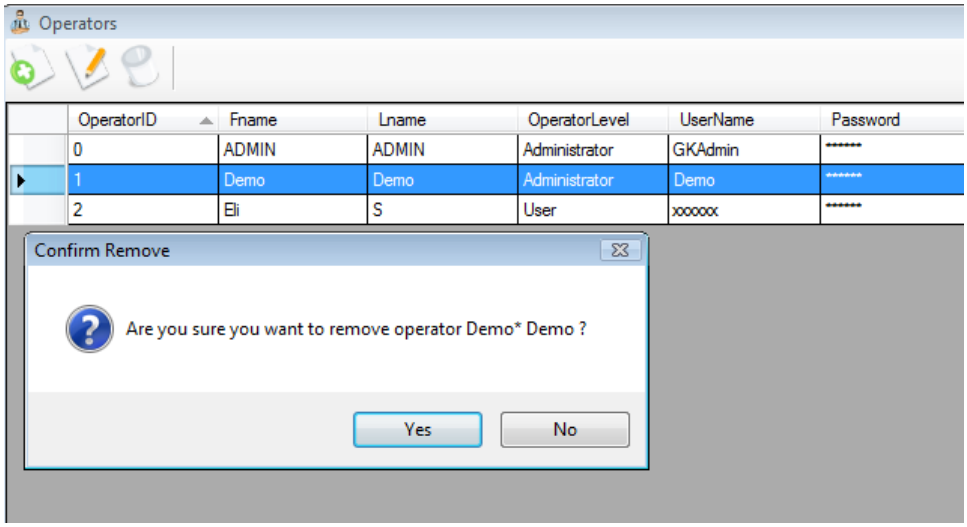
To edit an operator, select the operator from the list and double click it to open the Edit Operator screen, as seen in the next picture:



After updating the operator's privileges, click on the Save button (the Diskette icon) to save the information.

5.13.3. Removing an operator

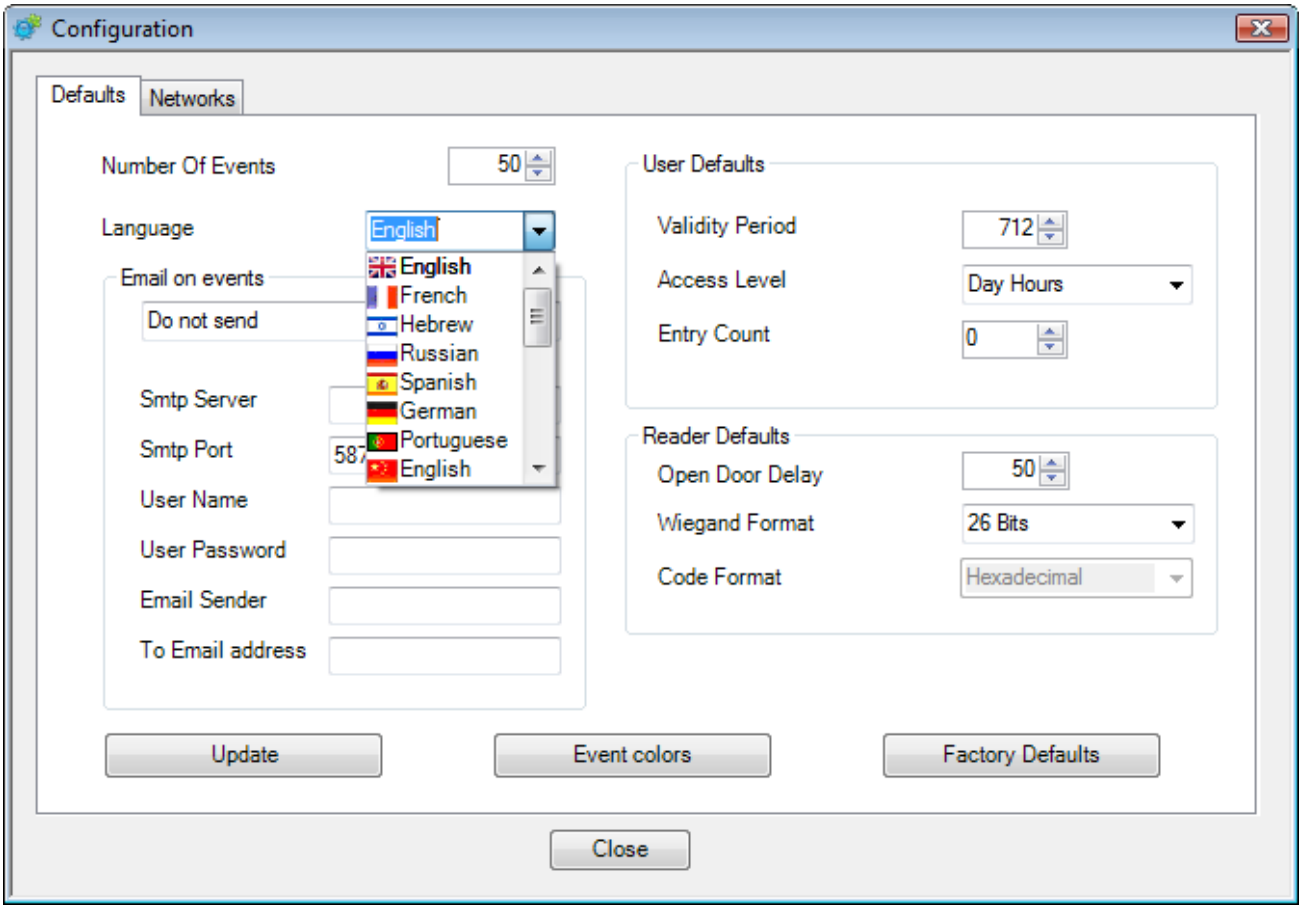
To remove an operator, select the operator from the list and click the Remove button (Waste Bin Icon) as seen in the next picture:



Note : After selecting the Operator to Remove , press the Yes button.

5.14. Languages

Our Gate Keeper supports all major Languages selectable from the Configuration menu:



After selecting the required language, please click on the Update button.

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Waiver

No waiver of any right under this Agreement shall be effective unless in writing, signed by a duly authorized representative of the party to be bound. No waiver of any past or present right arising from any breach or failure to perform shall be deemed to be a waiver of any future right arising under this Agreement.

Severability

If any provision in this Agreement is invalid or unenforceable, that provision shall be construed, limited, modified or, if necessary, severed, to the extent necessary, to eliminate its invalidity or unenforceability, and the other provisions of this Agreement shall remain unaffected.